

## ADMINISTRATION DEPARTMENT

---

**JAMES MIELKE, COUNTY ADMINISTRATOR**

---

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

### County Project and Issue Update Volume 19 July 2016

**Clearview – Defective Siding Replacement:** Bids are being solicited to replace approximately 18,000 square feet of fiber cement lap siding. A claim has been submitted in conjunction with a class action suit regarding the CertainTeed Siding product. At this time it is unknown when a determination will be made regarding the County's standing in the class action suit and or the potential recovery of dollars. The adopted 2016 budget includes \$436,000 for the siding replacement.

Bids are scheduled to be opened on August 3<sup>rd</sup>. The Health Facilities Committee will sponsor a Resolution regarding the project award at the August County Board meeting. The project timeline calls for the replacement project to be completed by Friday November 18<sup>th</sup>. Assistance with the bidding specifications is being coordinated with Oscar J. Boldt Construction.

**Sanitary / Vent Pipe Replacement – Detention Facility:** Engberg Anderson has developed a timeline for bidding the project. At this time, project bids will be due, Thursday September 1<sup>st</sup>. The bid date will enable a firm project cost to be considered for the 2017 budget. Actual work on the project is scheduled to start the first quarter of 2017.

**Gold Star Memorial Trail:** Proposals have been solicited and received for consulting services related to the design and construction of Phase I (Mayville – Horicon Marsh Visitor Center). Seven proposals were received. The review of the evaluations is being coordinated by Bill Ehlenbeck – Parks & Trails Manager. The evaluation team consists of Barb Gassen; Nate Olson; Highway Commissioner/Assistant Commissioner and the County Administrator. The selection of a consultant is expected within the next week.

The proposals include a tentative timeline for Phase I. The timeline calls for a project bid opening in early May 2017, followed by construction commencing in June with anticipated completion in August or September. The timeline is subject to change. County funds are not being requested for Phase I.

**Pending Milwaukee Journal Sentinel Article – Finances of Governmental Entities:** Finance Director Julie Kolp was contacted via email by Jason Stein a Milwaukee Journal Sentinel reporter. The newspaper is preparing an article comparing the fiscal health of governmental entities. Upon reviewing the 2014 Dodge County Financial Statements representatives of the Journal Sentinel provided a number of follow-up questions to Julie in order to ensure accuracy and understanding.

A summary of questions/clarifications included: Participation in Wisconsin Retirement System; Post-Employment Benefits; Benefits offered to retirees; clarification on the amount of outstanding debt; number of employees; access to financial reports going back to 2009.

We certainly welcome the opportunity to provide follow-up and clarification and look forward to the Journal-Sentinel article. At this time there is not an indication as to when the feature article will appear.

| Account Number | Address Number | Alpha Name                               | G/L Date | Explanation -Remark-          | Do Ty | Document Number | Doc Fd | Amount       |   |
|----------------|----------------|--|----------|-------------------------------|-------|-----------------|--------|--------------|---|
| 1905.5222      | 15074          | Juneau Utilities                         | 05/31/16 | Electric                      | PV    | 431009          | 00100  | 10,339.32    | P |
| 2061.5275      | 22827          | Aramark Chicago Lockbox                  | 05/31/16 | Inmate Meals 5/5-511          | PV    | 430408          | 00100  | 11,206.52    | P |
| 2061.5275      | 22827          | Aramark Chicago Lockbox                  | 05/31/16 | Inmate meals5/12-18           | PV    | 430410          | 00100  | 11,308.18    | P |
| 2061.5275      | 22827          | Aramark Chicago Lockbox                  | 05/31/16 | Inmate meals 5/19-25          | PV    | 430429          | 00100  | 11,620.64    | P |
| 2061.5275      | 22827          | Aramark Chicago Lockbox                  | 05/31/16 | Inmate meals 5/26-6/1         | PV    | 430906          | 00100  | 11,486.08    | P |
| 2061.5275      | 22827          | Aramark Chicago Lockbox                  | 06/30/16 | Inmate meals 6/9-6/15         | PV    | 431540          | 00100  | 11,122.80    | P |
| 2061.5291.02   | 43241          | Correctional Healthcare Companies, Inc.  | 06/30/16 | Inmate meals 6/2-8            | PV    | 431542          | 00100  | 11,314.16    | P |
| 2061.5822      | 49735          | Elmstar Electric Corporation             | 07/31/16 | Jail Medical Services July    | PV    | 430631          | 00100  | 59,716.92    | P |
| 2501.5211.01   | 34299          | Fond du Lac County Treasurer             | 05/31/16 | Security Electronic Project   | PV    | 430923          | 00100  | 144,862.65   | P |
| 2901.5222      | 15074          | Juneau Utilities                         | 06/29/16 | Autopsies & Forensic Testing  | PV    | 431545          | 00100  | 14,245.00    | P |
| 2902.5222      | 15074          | Juneau Utilities                         | 05/31/16 | Electric                      | PV    | 431008          | 00100  | 12,661.33    | P |
|                |                |  | 05/31/16 | Electric                      | PV    | 431008          | 00100  | 18,992.00    | P |
|                |                | Fund . . . . . 00100                     |          | GENERAL FUND                  |       |                 |        | 328,875.60   |   |
| 242.2163       | 47126          | Department of Health Services            | 06/30/16 | 2nd QTR                       | PV    | 431894          | 00100  | 170,553.75   | P |
| 4801.5219      | 42342          | Northwest Counseling & Guidance Clinic   | 05/31/16 | After Hours Crisis Service    | PV    | 431612          | 00100  | 11,868.33    | P |
| 4807.5219      | 12426          | Lutheran Social Services-WI & Upper MI   | 05/31/16 | COS                           | PV    | 430894          | 00100  | 11,725.00    | P |
| 4809.5279.468  | 13459          | Daybreak Inc-Waupun                      | 05/31/16 | MH                            | PV    | 430622          | 00100  | 32,498.49    | P |
| 4809.5279.468  | 31565          | Evergreen Manor III                      | 05/31/16 | MI-CBRP                       | PV    | 430624          | 00100  | 20,053.33    | P |
| 4809.5279.633  | 15685          | Trempealeau County Health Care Center    | 05/31/16 | Stull, T                      | PV    | 431210          | 00100  | 10,100.50    | P |
| 4825.5299      | 13771          | Green Valley Enterprises Inc.            | 05/31/16 | Birth to 3                    | PV    | 430896          | 00100  | 31,541.67    | P |
| 5010.5273.02   | 12436          | Northwest Passage, LTD                   | 05/31/16 | 30 Day Clinic Asses           | PV    | 430930          | 00242  | 11,718.00    | P |
| 5010.5273.02   | 12436          | Northwest Passage, LTD                   | 05/31/16 | Prairieview (Girls)           | PV    | 430930          | 00242  | 10,733.18    | P |
| 5010.5273.02   | 12445          | Norris Adolescent Center                 | 05/31/16 | Residential                   | PV    | 430932          | 00242  | 10,564.80    | P |
| 5010.5273.02   | 12445          | Norris Adolescent Center                 | 05/31/16 | Residential                   | PV    | 430932          | 00242  | 10,564.80    | P |
| 5010.5273.02   | 12445          | Norris Adolescent Center                 | 05/31/16 | Residential                   | PV    | 430932          | 00242  | 10,564.80    | P |
| 5010.5273.02   | 24982          | Oconomowoc Developmental Training Center | 05/31/16 | Main Program                  | PV    | 430939          | 00242  | 11,564.24    | P |
| 5010.5273.02   | 24982          | Oconomowoc Developmental Training Center | 05/31/16 | Main Program                  | PV    | 430939          | 00242  | 11,564.24    | P |
| 5010.5273.02   | 24982          | Oconomowoc Developmental Training Center | 05/31/16 | Cheryl House Intensive        | PV    | 430939          | 00242  | 13,923.34    | P |
| 5016.5291.03   | 12426          | Lutheran Social Services-WI & Upper MI   | 05/31/16 | Integrated Safety Services    | PV    | 431206          | 00100  | 44,841.44    | P |
|                |                | Fund . . . . . 00242                     |          | HEALTH & HUMAN SERVICES FUND  |       |                 |        | 424,179.91   |   |
| 4520.5591.20   | 15271          | Wisconsin Dept. of Health & Family Serv. | 06/30/16 | MA BED LICENSES JUNE 2016     | PV    | 431014          | 00100  | 23,800.00    | P |
| 4521.5591.20   | 15271          | Wisconsin Dept. of Health & Family Serv. | 06/30/16 | MA BED LICENSES JUNE 2016     | PV    | 431014          | 00100  | 41,860.00    | P |
| 4528.5211.11   | 39490          | Achieve Solutions                        | 05/31/16 | CBIC THERAPY CHARGES-MAY 2016 | PV    | 431016          | 00100  | 30,862.92    | P |
| 4528.5211.13   | 39490          | Achieve Solutions                        | 05/31/16 | CBIC THERAPY CHARGES-MAY 2016 | PV    | 431016          | 00100  | 30,719.75    | P |
| 4528.5211.15   | 39490          | Achieve Solutions                        | 05/31/16 | CBIC THERAPY CHARGES-MAY 2016 | PV    | 431016          | 00100  | 30,050.25    | P |
| 4528.5345      | 44091          | Omnicare Inc                             | 05/31/16 | PHARMACY CHARGES MAY 2016     | PV    | 431017          | 00100  | 12,877.40    | P |
| 4556.5222      | 15074          | Juneau Utilities                         | 05/31/16 | CLV ELBC 4/15-5/15/16         | PV    | 430584          | 00100  | 20,815.64    | P |
|                |                | Fund . . . . . 00645                     |          | CLEARVIEW LTC & REHAB         |       |                 |        | 190,985.96   |   |
|                |                |  |          | Grand Total . . . . .         |       |                 |        | 944,041.47   |   |
| 730.2121       | 13845          | Henry G. Meigs, LLC                      | 05/31/16 | Materials, Jnls & Vchrs       | PV    | 430456          | 00730  | 144,587.88   | P |
| 730.2121       | 13845          | Henry G. Meigs, LLC                      | 05/31/16 | Materials, Jnls & Vchrs       | PV    | 430456          | 00730  | 78,711.58    | P |
| 730.2121       | 14802          | Sherwin Industries Inc.                  | 06/06/16 | MM021                         | PV    | 431136          | 00730  | 18,832.50    | P |
| 730.2121       | 14802          | Sherwin Industries Inc.                  | 06/06/16 | MM021                         | PV    | 431205          | 00730  | 18,832.50    | P |
| 730.2121       | 15273          | Wisconsin Dept of Transportation         | 06/06/16 | Materials, Jnls & Vchrs       | PV    | 431597          | 00730  | 12,846.28    | P |
| 730.2121       | 15356          | E.H. Wolf & Sons Inc.                    | 06/02/16 | F10                           | PV    | 430459          | 00730  | 10,427.75    | P |
| 730.2121       | 15356          | E.H. Wolf & Sons Inc.                    | 06/13/16 | F20                           | PV    | 431201          | 00730  | 12,733.12    | P |
| 730.2121       | 19256          | Madison Truck Sales                      | 05/09/16 | Materials, Jnls & Vchrs       | PV    | 430386          | 00730  | 169,625.12   | P |
| 730.2121       | 19256          | Madison Truck Sales                      | 05/09/16 | Materials, Jnls & Vchrs       | PV    | 430387          | 00730  | 169,625.12   | P |
| 730.2121       | 20015          | Sherwin Williams Company                 | 06/13/16 | MP011                         | PV    | 431127          | 00730  | 22,143.00    | P |
| 730.2121       | 20015          | Sherwin Williams Company                 | 06/13/16 | MP021                         | PV    | 431128          | 00730  | 12,028.50    | P |
| 730.2121       | 20015          | Sherwin Williams Company                 | 06/24/16 | MP011                         | PV    | 431839          | 00730  | 22,143.00    | P |
| 730.2121       | 21400          | Ewald's Hartford LLC                     | 05/10/16 | Materials, Jnls & Vchrs       | PV    | 431159          | 00730  | 30,640.00    | P |
| 730.2121       | 21400          | Ewald's Hartford LLC                     | 05/10/16 | Materials, Jnls & Vchrs       | PV    | 431160          | 00730  | 30,640.00    | P |
| 730.2121       | 21400          | Ewald's Hartford LLC                     | 05/23/16 | Materials, Jnls & Vchrs       | PV    | 431161          | 00730  | 45,742.00    | P |
| 730.2121       | 28613          | Michels Corporation                      | 05/26/16 | Materials, Jnls & Vchrs       | PV    | 430599          | 00730  | 12,881.52    | P |
| 730.2121       | 32858          | Maas Brothers Construction Co., Inc      | 05/31/16 | Materials, Jnls & Vchrs       | PV    | 430443          | 00730  | 469,365.72   | P |
| 730.2121       | 32858          | Maas Brothers Construction Co., Inc      | 06/30/16 | Materials, Jnls & Vchrs       | PV    | 431844          | 00730  | 314,119.09   | P |
| 730.2121       | 33771          | Pomp's Tire Service, Inc.                | 06/20/16 | FL1R225M770                   | PV    | 431505          | 00730  | 10,351.20    | P |
| 730.2121       | 37915          | Meigs Advantage, LLC                     | 05/31/16 | Materials, Jnls & Vchrs       | PV    | 430457          | 00730  | 11,237.40    | P |
| 730.2121       | 40879          | Potters Industries Inc.                  | 05/20/16 | MP031                         | PV    | 430396          | 00730  | 12,452.00    | P |
| 730.2121       | 40879          | Potters Industries Inc.                  | 06/10/16 | MP031                         | PV    | 431204          | 00730  | 12,452.00    | P |
| 730.2121       | 44302          | WE Energies                              | 06/21/16 | Materials, Jnls & Vchrs       | PV    | 431225          | 00730  | 27,266.29    | P |
| 730.2121       | 48577          | FABICK CAT                               | 06/09/16 | Materials, Jnls & Vchrs       | PV    | 431169          | 00730  | 53,000.00    | P |
| 730.2121       | 49211          | Waukesha Oil Equipment Inc               | 06/02/16 | Materials, Jnls & Vchrs       | PV    | 431046          | 00730  | 11,735.30    | P |
|                |                | Fund . . . . . 00730                     |          | HIGHWAY AND AIRPORT FUND      |       |                 |        | 1,734,418.87 |   |
|                |                |  |          | Grand Total . . . . .         |       |                 |        | 1,734,418.87 |   |

## Report to the Dodge County Board of Supervisors

July 2016 Report of Budget Amendments/Adjustments

Intra-Department Fund Transfers per Resolution 15-21 - Adopted July 21st, 2015

Unbudgeted/Excess Revenue Appropriation per Resolution 16-23 - Adopted June 21st, 2016

[illegible]

Submitted by:

Julie Kolp

Dodge County Finance Director

**Dodge County Board of Supervisors**  
**June 21, 2016 – 7:00 p.m.**  
**Administration Building - Juneau, Wisconsin**

The June Session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance with the exception of Supervisors Berres and Houchin. Supervisor Berres arrived at 7:10 p.m. and Supervisor Houchin arrived at 7:25 p.m.

A motion was made by Supervisor Nickel and seconded by Supervisor Duchac to approve the minutes of the May 17, 2016, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

**Communications on File**

Karen J. Gibson, County Clerk, noted there were no communications on file.

**Special Orders of Business**

The Chairman called the First Special Order of Business: Confirm appointments made by County Administrator, James Mielke. Re-appoint Mary Ann Miller to the Aging/Nutrition Advisory Committee for a three year term, commencing on July 1, 2016 to July 1, 2019, both inclusive. A motion to accept the appointment was made by Supervisor Nelson and seconded by Supervisor Marsik. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Mr. Mielke then re-appointed Harold Hicks and William Nass to the Board of Adjustment for three year terms commencing on July 1, 2016 to July 1, 2019, both inclusive. A motion to accept the re-appointments was made by Supervisor Behl and seconded by Supervisor Schaefer. The motion passed by acclamation with no negative votes cast, thereby approving the appointments.

The Chairman then called Second Special Order of Business: Confirm appointments made by County Board Chairman: Appoint Mike Canniff as the Registered Professional Land Surveyor employed within Dodge County to fill a vacancy on the Land Information Council for a term to expire on April 29, 2018. A motion to accept the appointment was made by Supervisor Schmidt and seconded by Supervisor Muche. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Chairman Kottke called upon Bonnie Borden, UW-Extension Education and Co-Chair of the Alice in Dairyland Committee who presented an appreciation plaque to Dodge County.

Mr. Kottke thanked Bonnie Borden and Bob Kaiser, Co-Chairs of the Alice in Dairyland Committee for their hard work planning the event.

Chairman Kottke called upon John Corey, Corporation Counsel who presented biographical information about Dean Boes, Executive Director of Wisconsin Municipal Mutual Insurance Company (WMMIC) and Danielle Rogacki, Operations Manager of Wisconsin Municipal Mutual Insurance Company. Mr. Corey then introduced Mr. Boes and Ms. Rogacki who presented on the Wisconsin Municipal Mutual Insurance Company and liability insurance. Questions by Chairman Kottke and Supervisor Caine answered by Mr. Boes and Ms. Rogacki.



The following Resolutions, Report, Ordinance and Claim were read by the Clerk and acted upon by the Board:

**Resolution No. 16-13** Speed Zone Declaration – CTH I – Town of Portland – Highway Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Muche. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-14** Abolish Community Options Program Committee – Human Services & Health Board. A motion for adoption was made by Supervisor Justmann and seconded by Supervisor Duchac. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-15** Six year Airport Improvement Plan – Highway Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Maly. Question by Supervisor Houchin answered by Brian Field, Highway Commissioner. The motion passed by acclamation with no negative votes cast, thereby adopting the Resolution.

**Resolution No. 16-16** Approve Release and Termination of July 12, 2002 Intergovernmental Agreement and August 17, 2002 Memorandum of Understanding between the City of Watertown and Dodge County – Executive and Law Enforcement Committees. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Maly. Question by Supervisor Berres answered by Sheriff Dale Schmidt. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-17** Authorize Finance Director to Appropriate Excess Revenues and Expenditures to the Physical Facilities Maintenance Department Budget – Building Committee. A motion for adoption was made by Supervisor Schmidt and seconded by Supervisor Caine. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-18** Amend Town of Portland Zoning Ordinance – Steven Firari Property – Supervisor Berres. A motion for adoption was made by Supervisor Berres and seconded by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-19** Amend Town of Theresa Zoning Ordinance – JM Schmidt and Sons Inc. Property – Supervisor Adelmeyer. A motion for adoption was made by Supervisor Adelmeyer and seconded by Supervisor Behl. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-20** Amend Town of Theresa Zoning Ordinance – JM Schmidt and Sons Inc. Property – Supervisor Adelmeyer. A motion for adoption was made by Supervisor Adelmeyer and seconded by Supervisor Behl. Questions by Supervisors Greshay and Berres answered by Supervisors Schaefer and Justmann and Joyce Fiacco, Land Resources and Parks Director. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-21** Amend Town of Herman Zoning Ordinance – St. Mary's Congregation Property – Supervisor Justmann. A motion for adoption was made by Supervisor Justmann and seconded by Supervisor Behl. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-22** Amend Town of Herman Zoning Ordinance – Emmanuel Lutheran Church Property – Supervisor Justmann. A motion for adoption was made by Supervisor Marsik and seconded by

Supervisor Justmann. Question by Supervisor Berres answered by Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Resolution No. 16-23** Grant Authority to Finance Director to Appropriate Unbudgeted/Excess Revenues and Corresponding Expenditures, up to \$50,000, to the Budgets of Individual County Departments – Finance Committee. A motion for adoption was made by Supervisor Frohling and seconded by Supervisor Schaefer. Questions by Supervisors Malloy and Houchin answered by Supervisors Frohling, Uttke and Chairman Kottke. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

**Report No. 1** Ordinance No. 953 – Amend Land Use Code – Betty Perry Property – Section 18, Town of Trenton – Planning Development and Parks Committee. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Behl. Questions by Supervisors Schmidt and Berres answered by Supervisor Schaefer, Chairman Kottke and Joyce Fiocco, Director and Land Information Officer. The vote was cast with all voting in the affirmative, thereby adopting the Report.

**Ordinance No. 1** Ordinance No. 954 – An Ordinance Amending Chapter 9 – Peace and Order, of the Code of Ordinances, Dodge County, Wisconsin, to Create Section 9.09 – Reporting Requirements for Pawn Brokers, Secondhand Article Dealers and Secondhand Jewelry Dealers, and to Amend Chapter 30 – Construction and Effect of Ordinances, of the Code of Ordinances, Dodge County, Wisconsin, to Amend Section 30.04(4)(b), Schedule of Deposits, to Set Forth a Deposit Schedule – Law Enforcement Committee. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Nickel. Question by Supervisor Berres answered by Scott Smith, Chief Deputy Sheriff. The vote was cast with all voting in the affirmative, thereby adopting the Ordinance.

**Claim No. 1** A claim by Michel Krebs for money damages in the amount of \$2,341.40, for costs to repair the exterior of a 2016 Buick Encore automobile (automobile), was received in the Office of the Dodge County Clerk on May 16, 2016. The claim arises from an incident that is alleged to have occurred on May 3, 2016, at or about 7:15 a.m., wherein Mr. Krebs was operating the automobile on CTH KW, including on the Pratt Creek Bridge, in the Town of Lowell, Dodge County, Wisconsin. The Clerk read a report from the Executive Committee recommending the claim be disallowed. A motion to approve the disallowance was made by Supervisor Marsik and seconded by Supervisor Schaefer. The vote was cast with 32 ayes, and 1 no, thereby disallowing the claim.

**Ayes:** Benter, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Adelmeyer, Muche, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Malloy, Maly, Hilbert, Miller, Stousland, Derr and Glewen. Total 32.

**No:** Uttke. Total 1.

The Clerk noted the following had been placed on the Supervisor's desks: 2016 Official Directory for Dodge County, Information from Friends of Dodge County Parks and the 2015 Annual Report from UW Extension. The Chairman ordered these be placed on file.

At 8:25 p.m. Supervisor Frohling made a motion to recess until July 19, 2016 at 7:00 p.m. Supervisor Caine seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

## Merger Process

On February 29, 2016, Mid Wisconsin Federated Library System (MWFLS) and Eastern Shores Library System (ESLS) began working to see if the two systems were compatible to form a new system.

Over the next four months, key services were discussed and negotiations continued. Compromises and changes to agreements led to the creation of a Merger Plan.

The Joint Merger Committee believes the Merger Plan is the beginning of a new system in Wisconsin.

This is the first merger between two systems in the history of Wisconsin..

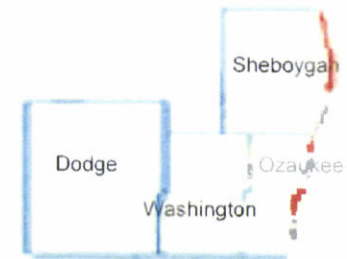
Public Library Systems in Wisconsin have been experiencing the impact of reduced or flat system aid funding from the state while expenses continue to increase.

A merged system will see cost savings due to economy of scale and the desire to see improved services for both libraries and patrons.

### Timeline

- June 21, 2016 Present System Plan to ESLS library directors
- June 27, 2016 Present System Plan to ESLS System Board for approval
- June 28, 2016 System Plan will be presented to MWFLS System Board for approval
- July-September Present System Plan to County Supervisors
- October 15, 2016 Submit System Plan to DPI for approval.
- January 1, 2017

New System!



## EASTERN SHORES LIBRARY SYSTEM & MID WISCONSIN FEDERATED LIBRARY SYSTEM

MERGER  
2017

ESLS = 15 libraries \*

MWFLS= 18 libraries

## 33 libraries

Beaver Dam Community Library  
Brownsville Public Library  
Cedar Grove Public Library  
Cedarburg Public Library  
Elkhart Lake Public Library  
ESLS Bookmobile  
Frank L. Weyenberg of Mequon-Thiensville  
Fox Lake Public Library  
Germantown Community Library  
Horicon Public Library  
Hustisford Community Library  
Iron Ridge Public Library  
Jack Russell Memorial Library—Hartford  
Juneau Public Library  
Kewaskum Public Library  
Kohler Public Library  
Lakeland University \* ILS only  
Lakeview Community Library—Random Lake  
Quadgraphics Community Library—Lomira  
Lowell Public Library  
Mayville Public Library  
Mead Public Library—Sheboygan  
Oostburg Public Library  
Oscar Grady Public Library—Saukville  
Plymouth Public Library  
Reeseville Public Library  
Sheboygan Falls Memorial Library  
Slinger Community Library  
Theresa Public Library  
U.S.S. Liberty Memorial Public Library—Grafton  
W.J. Niederkorn Library—Port Washington  
Waupun Public Library  
West Bend Community Memorial Library

## Merger Plan

### System Headquarters

- Headquarters will be in Sheboygan.

### Delivery

- Two delivery routes serving all libraries
- Five day delivery
- System aid will cover 100% of cost.

### Resource Library

- Mead Public Library
- Local Holds First
- In Demand Collection

### Governance/Formula

- Weighted voting if consensus cannot be reached
- Overall savings \$98,000

### Technology Services

- 'Cradle to grave' PC support
- Managing all aspects of both staff and patron PCs located in member libraries

### Continuing Education

- Locally hosted within system boundaries
- SEWI Consortium

### Integrated Library System

- Polaris (EasiCat) will be the ILS
- New modules will be added
- Database management

## Contact Us:

Visit us on the web:  
[www.mwesmerge.org](http://www.mwesmerge.org)

### Amy Birtell

**Eastern Shores Library System**  
4632 South Taylor Drive  
Sheboygan, Wisconsin 53081

(920)208-4900 x312  
[abirtell@esls.lib.wi.us](mailto:abirtell@esls.lib.wi.us)

### Mike Gelhausen

**Mid Wisconsin  
Federated Library System**  
112 Clinton Street  
Horicon, WI 53032

(920) 485-0833 x1  
[mikeg@mwfls.org](mailto:mikeg@mwfls.org)



## Mielke, James

---

**From:** mikeg@mwfls.org  
**Sent:** Friday, June 17, 2016 10:36 AM  
**To:** Board Members; directorslist  
**Subject:** Proposed MWFLS/ESLS Merger  
**Attachments:** ESLS-MWFLS Joint Merger Committee Recommendation Report - FINAL.pdf

Greetings System Board Members, Library Directors and staff: After four months of meetings, lengthy discussions, overwhelming email communications, multiple options document creation and compromise between two distinct operations, I am pleased to send out for your review the final report of the Joint Negotiating Teams. Simply put, we are asking the two system boards and the four counties to approve the merger of MWFLS and ESLS into a new four-county operation to begin on January 1, 2017. This document does not pretend to be answer to everyone's questions, needs and services. After much study and consideration, the report indicates that it is in the best interests of all 33 libraries and the people that they serve to join together and create a whole new system. Most people will contend, and I somewhat agree, that the new system will resemble ESLS more than it does MWFLS. But the bottom line goals of the MWFLS Merger Committee and Negotiating Team have been pretty much met. With the exception of direct system grants, MWFLS libraries will not lose any services currently being offered. Almost all MWFLS libraries will realize budget stability when compared to 2016 and proposed 2017 MWFLS fees. While MWFLS is changing ILS platforms to Polaris away from Sirsi/Dynix, all modules currently offered will be made available in the new Polaris operation. Delivery will continue five days a week for all members with the System covering all the costs. All member libraries support this move, but there are still some key operational issues that will need addressing; and we would hope the implementation committees and new system board will listen to those outstanding concerns. Please thoroughly read through the final report. Bring your questions and concerns up at the June 28 System Board meeting. The future of the eighteen MWFLS libraries lies in these recommendations. I want to thank Mark, Mugs, Doug and Geri for their efforts on behalf of the System Board; and Alex, Amy, Bret and Vanessa for representing the MWFLS libraries. Thanks also to Patrick and Heather for their support and backup during this study. Patrick was key to getting the issues of Polaris and tech service comparisons organized for all people to see. I will make sure there are printed copies of the report at the meeting, but I will not be sending this out as part of the overall board packet next week. MIKE

**EASTERN SHORES LIBRARY SYSTEM &  
MID-WISCONSIN FEDERATED  
LIBRARY SYSTEM  
JOINT MERGER COMMITTEE  
RECOMMENDATION REPORT**

JUNE 16, 2016

## Recommendation

The Joint Merger Negotiation Committee of the Eastern Shores Library System (ESLS) and Mid-Wisconsin Federated Library System (MWFLS) voted on June 16, 2016 to recommend that the two systems merge together to become a new four county public library system effective January 1, 2017. The committee requests that the boards of both systems and the boards of county supervisors in the four counties of Dodge, Ozaukee, Sheboygan and Washington consider and approve a resolution supporting this merger. See Appendix I for an example of a potential resolution.

## Background

After the Mid-Wisconsin Federated Library System engaged in an exploratory process in the second half of 2015 to identify potential system merger partners, the Eastern Shores Library System and Mid-Wisconsin Federated Library System began discussions in February of 2016 to determine the feasibility of a merger between the two systems. This process was led by a Joint Merger Negotiation Committee made up of six representatives from each system. WiLS (Wisconsin Library Services) was hired as a consultant to help develop the negotiation process and facilitate meetings of the committee. The Joint Merger Negotiation Committee was made up of the following individuals.

### Eastern Shores Library System Representatives:

- Linda Bendix, Director, Frank L. Weyenberg Library of Mequon-Thiensville
- Amy Birtell, ESLS Director
- Garrett Erickson, Director, Mead Public Library (Sheboygan)
- Jim Hughes, ESLS Board President (Sheboygan County)
- Robert Nitsch, ESLS IT Specialist
- Steve Ruggieri, ESLS Board Member (Ozaukee County)

### Mid-Wisconsin Federated Library System Representatives:

- Amy Becker, Director, West Bend Public Library
- Patrick Busch, MWFLS IT Director
- Michael Gelhausen, MWFLS Director
- Mark Hanson, MWFLS Board President (Dodge County)
- Bret Jaeger, Director, Waupun Public Library
- Margaret McFadden, MWFLS Board Member (Washington County)

On February 15, 2016, the systems directors and a board representative from each system met to discuss a roadmap for the negotiation process. The full Joint Merger Negotiation Committee first met on February 29<sup>th</sup>, in addition to the following dates: March 14<sup>th</sup>, March 28<sup>th</sup>, April 11<sup>th</sup>, April 25<sup>th</sup>, May 25<sup>th</sup>, June 2<sup>nd</sup> and June 13<sup>th</sup>.

The committee focused on key service and system topics that it determined needed to be addressed during this process. More detailed information, findings and agreement information about these topics can be found starting on Page 3. As the committee would come to agreements around a topic, the topic would be taken back by each system for discussion by each system's internal merger committees

to discuss the potential impact to their members, in addition to holding other discussions through other system communication with members or at other system committee meetings. These internal merger committees served as the bodies for discussion and decision-making within a system. This process is where various options related to a topic would be redeveloped to propose new compromises or changes until an agreement was reached that both the Joint Merger Negotiation Committee and internal system merger committees would support.

In addition to the committee meeting and decision-making process, other meetings were held to help inform the process. This includes a demonstration of Polaris, the shared catalog platform, for the MWFLS libraries. Also, the circulation committees from both systems met to find common ground among their policies and procedures to identify areas of agreement that would exist in the new system around circulation through the shared catalog.

## Why is a merger being considered?

Particularly over the last five years, public library systems around Wisconsin have been experiencing the impact of reduced or flat system aid funding from the state while expenses continue to increase. Changes in system membership and less revenue have put both systems in the position of having to reduce staff and/or services. The result, to different degrees in both systems, has been a reduction in services to libraries.

The goal of this negotiation process was to determine the following:

1. If, due to an increased economy of scale and greater purchasing leverage with vendors, services could be provided at a similar or less expense to the system and member libraries.

And/or

2. Services would minimally be provided just as effectively, but preferably would be improved for both libraries and patrons.

Due to the differences in funding formulas and various policies and procedures, there were a number of challenges and ideas for the committee to consider and work through. Through continued discussion and compromise from both systems, the committee came to agreements about services they determined at the beginning of the process needed to be addressed to determine the feasibility of a merger.

There is still more to do related to operational decisions and new agreements to form the new system. This includes strategic planning to identify how the new system will lead and innovate moving forward, how the system will communicate and how it will continue to find opportunities to provide improved service as a four-county system. While not every service in the new system will bring the same benefits to each library, the sum equates to a significant gain in value in the services that can be provided as a merged system, specifically those the patrons value most.

The agreements the committee came to include recommendations about what services will be provided, how they will be provided, how services will be funded and how decisions about the services will be



made in a new system. Based on the agreements and compromises made during this process and resulting service recommendations, it is the determination of this committee that the merger of the two systems will:

1. Improve services to patrons through easier and more efficient access to more resources. The shared catalog will contain more than 1.1 million holdings (currently ESLS has more than 600,000 holdings and MWFLS has nearly 500,000).
2. Save libraries approximately \$98,000 cumulatively system fees being paid by member libraries for shared services.
3. Improve the sustainability of and in key areas improve system services to libraries.
  - Increase in in-system continuing education opportunities for library staff
  - Improved technology support and expertise
  - Maintaining the same levels of delivery service to each library, but funded fully by system aid

In the fall of 2015, as part of the MWFLS merger exploration process, libraries in both systems responded to a survey regarding the importance they place on system services provided to them and their satisfaction with those services. The services both systems placed the highest importance on were the shared catalog available to patrons, technology (both support and innovation) to libraries, delivery and a strong administration.

As noted in the three benefits listed above and documented in the following sections providing more detail about the areas of service agreements the committee reached during this process, the areas of improved services to libraries and patrons through this merger reflect the service areas the libraries in both systems indicate are most important to them.

## Recommendation outcomes of services and topics addressed by the committee

The following are recommendations of service and system agreements, with additional details, the representatives from the two systems agreed on and used as a basis for determining its recommendation to the two system boards and four boards of county supervisors for the merger of the two systems. These form the basis of a system plan the committee recommends the new system board use for the operation of the system the first year, and beyond if the new board so chooses. The committee does recognize these are only recommendations to help the new board with its work of starting a newly merged system and that the new board will become the decision-making body for the operation of the new system.

***System program budget, staffing, resource library agreement, library fees for shared services and merger expenses.***

### Agreement of service:

- The committee agreed on a proposed system program budget that was developed for a merged system, both the structure and allocations (See Appendix A).

- Also, the committee accepted the recommended staffing structure for the new system (See Appendix B).
- As part of the service plan the system will contract with a Resource Library, Mead Public Library (Sheboygan). The committee agrees to funding of the contract and the services (see Appendix C) Mead will provide for the contract.
- The committee approved a member library fee formula for shared services. The breakdown of these fees by library can be seen on Appendix D.
- Lastly, there will be one-time costs to merge the systems. The two systems currently have a combined \$330,000 in available reserve funds to fund these expenses, which are estimated to cost approximately \$240,000. The committee accepts these cost estimates (see Appendix E) as an indication there is sufficient funds to fund this merger and that, especially after the MWFLS headquarters is sold, the new system will begin with adequate reserves.

#### Considerations:

- The budget reflects the plan for services in the new system and these services fulfill the statutory requirements (see Appendix F).
- An additional delivery truck will be purchased through the Commission of Public Land Loans if the new System Board approves the use of loaned funds. The proposed budget includes loan payments to cover both vehicles, this new one and another previously purchased with a loan.
- Grants to libraries will be evaluated at a later date following completion of the merger process.
- The Resource Library contract total is \$100,000 of which 70% will be spent on content and 30% will fund the staff support for this collection work.
- As previously noted the total fees to libraries will be \$98,000 less than they currently total in each system. It needs to be noted that not every library will see their total share of system fees be reduced, either due to the recommended formula change or a change in funds going to the libraries through grants, etc.
- When the MWFLS headquarters is sold, not only will the funds from the sale go into the system reserve fund, the new system will save approximately \$25,000 per year in ongoing expenses that has been put into the budget to maintain the facility while it's on the market. The most recent audit lists the building value at \$299,000.00.

#### Impact:

- This budget results in overall less fees to libraries and the system fully funding delivery and IT support.
- The gain in staffing levels, particularly in IT, provides opportunities to improve service to libraries.

#### **Governance**

Agreement of service: The library director advisory council in the system will work on a consensus governance model. When it is not possible or feasible to reach consensus, the council of directors will use a weighted voting model based on a reverse of state librarian certification levels, which are based on population. A Grade 1 library will have 3 votes, a Grade 2 library will have 2 votes and a Grade 3

library will have 1 votes (see Appendix D) for vote distribution information). A threshold of 75% of total votes will need to be reached for approval of an item, which will require the support of more than 50% of the libraries in the new system.

- Grade 1 certification is required at libraries with populations of 6,000 or more.
- Grade II certification is required at libraries with populations of 3,000-5,999.
- Grade III certification at libraries with populations of up to 2,999 persons.

Considerations: A number of different ideas were proposed for a voting structure in the new system. The challenge was to find compromise in the development of a new fee formula when the two system currently have significantly different models for determine cost shares of system fees. Due to the potential fiscal impact of decisions, libraries with a higher share of fees sought more weight in voting as a balance to the higher fee amount. Libraries with smaller populations, and often lower fees, wanted to ensure their voice is still equally heard and that just a few libraries would not be controlling decisions. This is certainly the area that all libraries had to compromise to find a solution most can support.

A new board will be selected for the new system. The representation will be allocated among the counties based on population:

- Washington County – 5
- Sheboygan County – 4
- Dodge County – 3
- Ozaukee County – 3

Per WI state statute Chapter 43, system board members shall be nominated by the county executive in each county in the system, or by the county board chairperson in a county without a county executive, and approved by each county board in the system. Each county board may appoint one county board member to the system board. The public library board governing the designated resource library shall have at least one member on the system board. The remaining system board members shall include such representatives of the library boards governing public libraries of participating municipalities and counties and public members appointed from the counties at large as the county board determines.

Impact: While both systems have typically been able to handle the majority of their decision-making through consensus, the switch to a weighted voting system with a 75% threshold for passing an item will be new for both systems. This will be something the new system will need to monitor to determine how it is working for them.

### ***Integrated Library System (ILS – shared library catalog)***

Agreement of service: Based on the information reviewed and the demonstration of the ILS platform to MWFLS libraries, the committee unanimously agreed that the shared catalog platform in the new system will be the Polaris system currently used in ESLS. This was agreed upon with the conditions that sufficient and timely training is provided to MWFLS libraries, including organizing it so MWFLS libraries can shadow ESLS libraries, and that the migration is completed by December 1, 2016.

#### Considerations:

- While the determination has been made for the shared catalog in the new system to be Polaris, libraries in both systems indicated a desire for the new system to explore next generation platforms in the future.
- See Appendix G for information about cataloging in the new system.
- The two circulation committees met and identified that most libraries share similar circulation policies. It was agreed that in the new systems circulation policies would try to be standardized, but that current policies at libraries, including loan periods, will be allowed to exist as they currently are at member libraries.
- The system will use the local holds feature.

Impact: The biggest impact will be to the patrons in the four counties. As noted earlier in the report, the combination of the catalogs will provide patrons with significantly more resources at their disposal. The next biggest impact will be to the MWFLS libraries. MWFLS libraries and patrons have went through a couple of ILS and resources sharing changes the past few years. ILS changes are significant to libraries with a migration to a new platform.

#### ***Technology***

Agreement of service: The system will provide technology services and support as detailed in Appendix H.

Considerations: The new system technology team will work with each library to determine additional technology products and services, such as virus protection, etc., each library will want and will provide libraries with alternatives and fees for their share of any coordinated technology product they choose to get from the system.

Impact: While there may be little impact for a handful of libraries, depending on how much technology support they handle themselves, this is an area of service where improvements could have a significant impact for libraries and the services they provide patrons.

- Currently MWFLS employs a full-time employee with duties split up between being the IT Director and ILS Administrator and ESLS employs a full-time employee that is a dedicated IT Specialist. In the proposed staffing model for the new system, these positions exist as two full-time staff dedicated to IT.
- In addition, the proposed model and budget also calls for a third IT staff person. This person may not be hired until needs are identified in the new system.
- Lastly, there is \$20,000 allocated through state aid for research and development for technology in the proposed 2017 budget.

#### ***Delivery***

Agreement of service: The committee unanimously approved that delivery be a system run service with two routes providing delivery five days a week, daily sorting for the next day's deliveries, holds pulled by

each library at least once a day and arranged delivery for interlibrary loans through the Wisconsin Libraries' Delivery Network as currently provided by the South Central Library System. The system will perform a study of delivery after 18 months to determine if there is any potential need for a third route and to do a comparison of costs between system run services versus contracting with a private courier. Following this study, the service should be studied every 5 years or less.

Considerations:

- The system will need a second garage location for the second van and route. This will be located in the West Bend area. It was recommended that any lease for this space be short enough to allow flexibility should the system need to make changes after a service study.
- The two-route configuration will have one route run from the system headquarters in Sheboygan and will serve Ozaukee and Sheboygan libraries and the second route from the second garage serving Dodge and Washington counties.
- Due to the uncertainty regarding delivery volume after the catalogs are merged, the new board and staff will need to monitor route capacity to determine if a third route needs to be considered before a delivery service study is done at 18 months.
- Sorting of outgoing materials will be organized to be flexible to allow each library to sort within available library space.
- The system will work with the hold sequence to balance loads for libraries to best manage costs at the libraries for staff time handling incoming and outgoing delivery.

Impact: The result will be more access to resources through an expanded shared catalog. This will increase delivery volume; however, it is not possible to predict this with any certain accuracy. This increase in volume will be due to patrons finding more resources with the expanded catalog.

***Headquarters***

Agreement of service: This topic was originally discussed at the February 29<sup>th</sup> meeting. At the March 14, 2016 meeting of the Joint Merger Negotiation Committee, MWFLS presented that they recommend the headquarters for the new system be in Sheboygan at the current ESLS headquarters. They also recommended that the new system would use the remainder of the lease to do an in-depth study as to the future need for a headquarters including location, space needs, staffing, system services and delivery option. After more discussion at the March 28<sup>th</sup> meeting, the recommendation was unanimously approved by the committee at the April 11, 2016 meeting.

Considerations: The current ESLS headquarters lease has an exit clause that would require the system to pay the building owner all the rent owed through the remainder of the 7-year lease. This currently would cost approximately \$280,000. This exit clause is the main reason the committee determined the new system would need to be headquartered at ESLS's current location. The current MWFLS facility, which is owned and paid for in full by MWFLS, will be put up for sale upon the agreement to merge being completed. The funds from this sale will become part of the new system's reserve budget.

Impact: Sheboygan is not a central location for the four counties and will be located at the far northeast point of the new system. While this is not ideal, it is something that can be managed until it is feasible

for the new system to consider a more central location. A new, central location will have the positive impact of balancing out distances between member libraries and the system headquarters, allow for a search to seek a space with a larger meeting room to accommodate the larger system and increased attendance at meetings, and centralize delivery to be done out of one location, which will increase both service efficiency and service transit time within the system.

### ***Continuing Education***

Agreement of service: The new system will continue a relationship with Southeast Wisconsin Consortia for continuing education for library personnel and board members. The Bridges Library System, SEWI Consortia coordinators, will work with the new system to provide CE in our boundaries. This will allow more library personnel to take advantage of continuing education within a reasonable distance. Continuing Education and consulting has \$18,000 allocated for workshops and courses for system library members.

### ***Consulting***

Agreement of service: The committee did not discuss consulting as a key topic for determining the feasibility of a merger other than to discuss that consulting services will be provided by the new system to fulfill statutory requirements. Consulting services and expertise outside of those required will be provided according to the abilities of the new system staff and their area of expertise.

### ***Implementation process and timeline***

The Joint Merger Negotiation team recommends that the ESLS and MWFLS boards approve the creation of an implementation board to be established in July 2016. This board would be empowered by both system boards with decision-making authority to approve necessary actions for the formation of the new system, including, but not limited to, the creation of new system board bylaws, the creation of an employee handbook and other new system decisions. This implementation board would be in effect from July 2016, through December 31, 2016 or the formation of a new system board, whichever occurs sooner.

The following is a draft of timeline projections for completing the merger process.

#### **June**

- June 27<sup>th</sup> - ESLS system board votes on committee recommendation to merge systems.
- June 28<sup>th</sup> - MWFLS system board votes on committee recommendation to merge systems.

#### **July**

- Begin presentations to county supervisors
- Meet with network vendor to plan the network changes
- Talk to Bob Fish about purchasing another truck
- Send Purchase order to Polaris. Schedule migration and Go Live date
- Create EasiCat agreement/fee structure out to all libraries and their boards for approval

- Create new system membership documents for member libraries to sign and approve
- Naming contest
- New System Board constructed.
- Contact South Central for arranging delivery in December

#### August

- Continue to meet with Supervisors for approval of merger
- Joint circulation committee created: circulation policy
- Member library Boards reviewing/voting to approve membership agreements
- Begin process of obtaining a new name
- Computers updated to handle Polaris, etc.
- Migration work begins/ Authority Control upload
- Put building on the market (Once Dodge and Washington Counties have approved plan)

#### September

- Computers updated
- File paperwork with Commission of Public Lands for funds to purchase new delivery truck.?
- Member library Boards reviewing/voting to approve membership agreements
- Begin designing logo
- Begin Polaris training once training server is set up/established
- Order new truck due to system in November.
- Develop press release announcing the formation of the newly merged system.

#### October

- Board approves new member agreements with updates of additional county and new name
- Hiring of three delivery drivers for new route
- October 15, 2016 System Plan to DPI
- Board approves contract for Storage Bay for Delivery truck

#### November

- Purchase a new truck

#### December

- Go Live
- Begin Delivery
- Receive State payment for new system

#### January 2017

Network migration complete

## Appendix A

The following is the proposed 2017 program expenditure budget for the new system followed by the revenue budget.

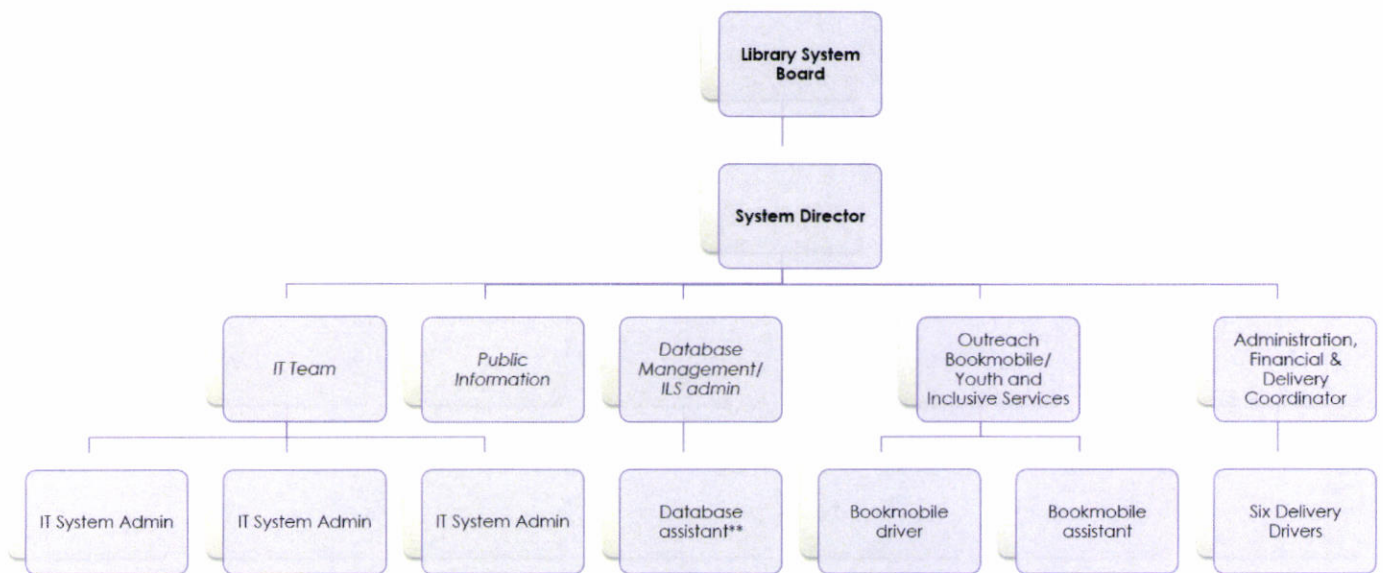
|             |                                  | PROGRAM BUDGET FOR 2017 |  |                  |
|-------------|----------------------------------|-------------------------|--|------------------|
| ACCT. #     | DESCRIPTION                      | Total                   |  | Budget Narrative |
| 0.01        | ADMINISTRATIVE SALARY            | \$ 67,936.00            | 1 FTE  |                  |
| 0.02        | PROGRAM STAFF SALARIES           | \$ 471,382.43           | 8.95 FTE   |                  |
| <b>0.05</b> | <b>SICK LEAVE</b>                | \$ 9,087.00             | Sick leave   |                  |
| 0.06        | FICA                             | \$ 32,382.00            | FICA   |                  |
| 0.07        | WRF                              | \$ 26,905.00            | Wisconsin retirement   |                  |
| 0.08        | LIFE                             | \$ 793.00               | Life insurance   |                  |
| 0.09        | HEALTH/DENTAL                    | \$ 131,711.00           | Health/dental ins  |                  |
| 0.10        | WORKERS COMPENSATION             | \$ 3,139.00             | Worker's comp  |                  |
| 0.11        | UNEMPLOYMENT                     | \$ 500.00               | Unemployment   |                  |
| 0.12        | LIBRARY MATERIALS                | \$ 85,429.30            | Delivery Bins/Cataloging materials/ WPLC   |                  |
| 0.13        | PAYMENTS TO MEMBERS              | \$ -                    | See County funding spreadsheets  |                  |
| 0.14        | CONTRACT SERVICES                | \$ 200,400.00           | WisCat Subscriptions/Resource Library/computer-network licenses/ Polaris                 |                  |
| 0.15        | ACCOUNTING/AUDIT                 | \$ 8,000.00             | Audit expense  |                  |
| 0.16        | PROFESSIONAL SERVICES            | \$ 100,320.00           | South Central Delivery/OCLC/Backstage Authority Control/ WiLS/Bluehost/EAP/ attorney/DOT |                  |
| 0.17        | BANK FEES                        | \$ 500.00               | Wire fees  |                  |
| 0.18        | OFFICE EQUIPMENT RENTAL          | \$ 3,180.00             | Postage machine/copier   |                  |
| 0.19        | VEHICLE MAINTENANCE              | \$ 6,000.00             | Penske maintenance contract for two delivery trucks                                      |                  |
| 0.20        | VEHICLE FUEL                     | \$ 20,000.00            | Fuel for delivery trucks   |                  |
| 0.21        | OFFICE EQUIPMENT MAINT.          | \$ -                    |  |                  |
| 0.22        | COMPUTER EQUIPMENT MAINT.        | \$ 28,855.09            | System computer/network maintenance  |                  |
| 0.23        | PROFESSIONAL DUES                | \$ 3,000.00             | Dues for system staff/SRLAAW/IUG   |                  |
| 0.24        | CONFERENCES AND CONT. ED.        | \$ 18,500.00            | C.E. for member libraries  |                  |
| 0.25        | WORKSHOPS                        | \$ 5,000.00             | C.E. for system staff  |                  |
| 0.26        | TRAVEL                           | \$ 17,150.00            | Mileage and travel expenses  |                  |
| 0.27        | ADVERTISING/DISPLAYS             | \$ -                    |  |                  |
| 0.28        | PRINTING SUPPLIES                | \$ 1,000.00             | Printing cost  |                  |
| 0.29        | OFFICE SUPPLIES                  | \$ 3,900.00             | Toilet paper, cases of paper, post it notes, pens, pencils, etc.                         |                  |
| 0.30        | POSTAGE                          | \$ 585.00               | Postage  |                  |
| 0.31        | INSURANCE                        | \$ 5,575.48             | Insurance for building and equipment/vehicles/Data equipment/hired auto                  |                  |
| 0.32        | OFFICE RENT                      | \$ 43,265.00            | Lease of building and additional bay for delivery truck                                  |                  |
| 0.33        | TELEPHONE                        | \$ 2,070.00             | Telephone  |                  |
| 0.34        | ELECTRICITY                      | \$ 8,819.00             | Electricity  |                  |
| 0.35        | GAS                              | \$ 2,678.00             | Gas  |                  |
| 0.36        | WATER/SEWER                      | \$ 299.00               | Water/Sewer  |                  |
| 0.37        | CLEANING/MAINTENANCE             | \$ 2,326.00             | Cleaning/maintenance   |                  |
| 0.38        | GARBAGE/RECYCLING                | \$ 1,008.00             | Garbage/recycling  |                  |
| 0.39        | MWFLS BUILDING UPKEEP            | \$25,000                |  |                  |
| 0.40        | CAPITAL EXPENSES                 |                         |  |                  |
| 0.41        | OFFICE FURNITURE/EQUIP           |                         |  |                  |
| 0.42        | OFFICE AUTOMATION                | \$ 20,000.00            | ILS reserve fund   |                  |
| 0.43        | BUILDING CAPITAL EXPENSE         |                         |  |                  |
| 0.44        | VEHICLE CAPITAL EXPENSE          | \$ 25,000.00            | Loan payment for two delivery trucks   |                  |
| 0.45        | SYSTEM AUTOMATION PROJECTS       |                         |  |                  |
| 0.46        | <b>TOTAL CAPITAL EXPENSES</b>    |                         |  |                  |
| 0.47        | SPECIAL PROJECT EXPENSES-LSTA    | \$ 25,000.00            | LSTA   |                  |
| 0.48        | SPECIAL PROJECT EXPENSES-NonLSTA |                         |  |                  |
|             | <b>TOTAL</b>                     | <b>\$ 1,406,695</b>     |  |                  |



| <b>System Revenue for 2017</b> |                                      |                     |
|--------------------------------|--------------------------------------|---------------------|
| Acct. #                        | Description                          | Total               |
| 401                            | LSTA Grants                          | \$ 25,000           |
| 402                            | State of Wisconsin System Aid        | \$ 1,069,766        |
| 409                            | Library payments for shared services |                     |
|                                | OCLC                                 | \$ 64,000           |
|                                | Overdrive                            | \$ 83,929           |
|                                | ILS admin                            | \$ 50,000           |
|                                | ILS                                  | \$ 94,000           |
|                                | ILS Upgrade                          | \$ 20,000           |
|                                |                                      | <b>\$ 1,406,695</b> |

## Appendix B

The following shows the recommended staffing organizational chart in the new system followed by brief position descriptions.



### System Director

Responsible for the administration and management of the Library System subject to the policies of the System Board and State Statutes

### Information Technology System Administration

Responsible for administration of the system's technology and ILS platform, and serve as the technical advisor and liaison with libraries within the system.

### Database Management/ILS

Responsible for the administration of the shared library automation system for the participating libraries, monitors and manages the integrity of the shared library automation bibliographic database, catalogs, and classifies all types of library materials for the system, bookmobile and member libraries, monitors and manages the digitization program, and serves as interlibrary loan services coordinator for the system.

### Database Assistant \*\*\*

Responsible for assisting in managing the integrity of the shared library automation bibliographic database for the system, bookmobile and member libraries.

### Outreach Bookmobile Librarian and Inclusive Services Librarian

Responsible for serving Sheboygan and Ozaukee County residents by means of a bookmobile. Responsible for the administration of youth and special needs as required by the State Statutes for the system.

### Admin/Delivery/Finance Coordinator

Responsible for the administration of the System office, management of System funds, and the coordination of business and personnel department functions. Responsible for operating delivery service among member libraries, maintains records of the service and maintains delivery vehicle.

### Public Information Designer

Responsible for designing and producing art and copy layouts to promote the understanding and use of public library and system services. Utilize designs for visual communications media such as brochures, bookmarks, signs, electronic media and packaging.

## **Appendix C**

The following information provides more details about the collection development being done as part of the Resource Library contract.

### **In-Demand Collection**

Mead Public Library will implement an “in-demand” collection on behalf of the new system, contingent on agreement and implementation of “local holds first” policy. The amount of money allocated for the “in-demand” collection will be prorated based on the start date of local holds policy.

#### **Process**

The new system will allocate funds to Mead Public Library, its Resource Library, as part of their Resource Library contract to purchase In Demand items to be shared by all system libraries. Using ratio reports, Mead staff will select, order, catalog, link, and processes In Demand items. They are identifiable via a unique barcode range as well as a colored label-lock. Once there are no more holds on a title, the in demand copies are returned to Mead. Mead keeps some copies and distributes the rest to the system libraries.

Member libraries also agree to adhere to member purchasing obligations.

Monies will be divided by collection percentage (physical material accounts for 70% of the Resource Library Contracted amount):

Nonfiction: 30% (includes reference)

Fiction: 35%

E-content: 15%

Books on CD/Playaways: 2%

Music CD's: 3%

DVD's: 15%

#### **Current In Demand Purchasing Formulas**

Print: Nonfiction 1 copy/6 holds; Fiction 1/7 holds

Not to exceed 30 copies

Books on CD/Playaways: 1 copy/10 holds

Not to exceed 10 Copies

Music CD: 1 copy/10 holds

Not to exceed 10 copies

DVD: 1 copy/20 holds

Not to exceed 5 copies

Exceptions may be made due to high demand titles.

## Appendix D

### Recommended 2017 system fees to libraries for shared services and voting allocations both for libraries and total votes for shared service.

Note: these fees are based on current prices provided to ESLS.

|                  | Population | Pop % | Econtent     | OCLC         | ILS          | ILS replace  | ILS admin    | Total         | Paid 2016     | Difference     | Votes |
|------------------|------------|-------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|----------------|-------|
| Sheboygan        | 48,897     | 0.173 | \$ 13,956.90 | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 24,864.42  | \$ 16,152.00  | \$ 8,712.42    | 3     |
| West Bend        | 31,531     | 0.112 | \$ 9,000.04  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 19,907.56  | \$ 34,128.00  | \$ (14,220.44) | 3     |
| Beaver Dam       | 16,572     | 0.059 | \$ 4,730.22  | \$ 3,047.64  |              |              |              | \$ 7,777.86   | \$ 10,013.00  | \$ (2,235.14)  | 3     |
| Mequon           | 26,609     | 0.094 | \$ 7,595.13  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 18,502.65  | \$ 16,669.00  | \$ 1,833.65    | 3     |
| Germantown       | 19,891     | 0.071 | \$ 5,677.58  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 16,585.10  | \$ 22,362.00  | \$ (5,776.90)  | 3     |
| Grafton          | 15,592     | 0.055 | \$ 4,450.50  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 15,358.02  | \$ 14,945.00  | \$ 413.02      | 3     |
| Hartford         | 14,320     | 0.051 | \$ 4,087.42  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 14,994.94  | \$ 20,697.00  | \$ (5,702.06)  | 3     |
| Waupun           | 8,502      | 0.030 | \$ 2,426.77  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 13,334.29  | \$ 13,139.00  | \$ 195.29      | 3     |
| Cedarburg        | 11,479     | 0.041 | \$ 3,276.50  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 14,184.02  | \$ 15,576.00  | \$ (1,391.98)  | 3     |
| Pt Washington    | 11,439     | 0.041 | \$ 3,265.09  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 14,172.61  | \$ 15,328.00  | \$ (1,155.39)  | 3     |
| Plymouth         | 8,428      | 0.030 | \$ 2,405.64  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 13,313.16  | \$ 14,945.00  | \$ (1,631.84)  | 3     |
| Sheboygan Falls  | 7,861      | 0.028 | \$ 2,243.80  | \$ 3,047.64  | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 13,151.32  | \$ 14,945.00  | \$ (1,793.68)  | 3     |
| Random Lake      | 5,423      | 0.019 | \$ 1,547.91  | \$ 2,031.76  | \$ 3,015.12  | \$ 634.80    | \$ 1,590.00  | \$ 8,819.59   | \$ 13,597.00  | \$ (4,777.41)  | 2     |
| Slinger          | 5,140      | 0.018 | \$ 1,467.13  | \$ 2,031.76  | \$ 3,015.12  | \$ 634.80    | \$ 1,590.00  | \$ 8,738.81   | \$ 10,234.00  | \$ (1,495.19)  | 2     |
| Mayville         | 5,109      | 0.018 | \$ 1,458.29  | \$ 2,031.76  | \$ 3,015.12  | \$ 634.80    | \$ 1,590.00  | \$ 8,729.97   | \$ 9,162.00   | \$ (432.03)    | 2     |
| Saukville        | 4,466      | 0.016 | \$ 1,274.75  | \$ 2,031.76  | \$ 3,015.12  | \$ 634.80    | \$ 1,590.00  | \$ 8,546.43   | \$ 13,597.00  | \$ (5,050.57)  | 2     |
| Kewaskum         | 4,015      | 0.014 | \$ 1,146.02  | \$ 2,031.76  | \$ 3,015.12  | \$ 634.80    | \$ 1,590.00  | \$ 8,417.70   | \$ 8,264.00   | \$ 153.70      | 2     |
| Horicon          | 3,696      | 0.013 | \$ 1,054.97  | \$ 2,031.76  | \$ 3,015.12  | \$ 634.80    | \$ 1,590.00  | \$ 8,326.65   | \$ 8,792.00   | \$ (465.35)    | 2     |
| Oostburg         | 2,921      | 0.010 | \$ 833.75    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 4,469.59   | \$ 12,249.00  | \$ (7,779.41)  | 1     |
| Juneau           | 2,736      | 0.010 | \$ 780.95    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 4,416.79   | \$ 8,038.00   | \$ (3,621.21)  | 1     |
| Hustisford       | 2,499      | 0.009 | \$ 713.30    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 4,349.14   | \$ 7,418.00   | \$ (3,068.86)  | 1     |
| Lomira           | 2,431      | 0.009 | \$ 693.89    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 4,329.73   | \$ 6,609.00   | \$ (2,279.27)  | 1     |
| Theresa          | 2,333      | 0.008 | \$ 665.92    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 4,301.76   | \$ 6,407.00   | \$ (2,105.24)  | 1     |
| Kohler           | 2,117      | 0.008 | \$ 604.27    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 4,240.11   | \$ 12,249.00  | \$ (8,008.89)  | 1     |
| Cedar Grove      | 2,102      | 0.007 | \$ 599.98    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 4,235.82   | \$ 12,249.00  | \$ (8,013.18)  | 1     |
| Fox Lake         | 1,507      | 0.005 | \$ 430.15    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 4,065.99   | \$ 5,897.00   | \$ (1,831.01)  | 1     |
| Elkhart Lake     | 955        | 0.003 | \$ 272.59    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 3,908.43   | \$ 12,249.00  | \$ (8,340.57)  | 1     |
| Iron Ridge       | 933        | 0.003 | \$ 266.31    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 3,902.15   | \$ 6,129.00   | \$ (2,226.85)  | 1     |
| Reeseville       | 708        | 0.003 | \$ 202.09    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 3,837.93   | \$ 5,342.00   | \$ (1,504.07)  | 1     |
| Brownsville      | 584        | 0.002 | \$ 166.69    | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 3,802.53   | \$ 6,493.00   | \$ (2,690.47)  | 1     |
| Lowell           | 336        | 0.001 | \$ 95.91     | \$ 1,015.88  | \$ 1,507.56  | \$ 317.40    | \$ 795.00    | \$ 3,731.75   | \$ 4,962.00   | \$ (1,230.25)  | 1     |
| Book Mobile      | 4808       | 0.017 | \$ 1,372.37  | \$ 2,031.76  | \$ 3,015.12  | \$ 634.80    | \$ 1,590.00  | \$ 8,644.05   | \$ 12,897.00  | \$ (4,252.95)  | 2     |
| LakeLand College | 6016       | 0.021 | \$ 1,717.17  |              | \$ 4,522.68  | \$ 952.20    | \$ 2,385.00  | \$ 9,577.05   | \$ 16,166.00  | \$ (6,588.95)  | 3     |
| TOTALS           |            |       | \$ 80,480.00 | \$ 64,000.44 | \$ 94,976.28 | \$ 19,996.20 | \$ 50,085.00 | \$ 309,537.92 | \$ 407,899.00 | \$ (98,361.08) | 66    |
|                  | 281956     |       | 65 votes     | 63 votes     | 62 votes     | 62 votes     | 62 votes     |               |               |                |       |



## Appendix E

The following are the expected one-time estimated expenses to combine the two systems and the reserves available in each system to fund these costs.

| Merger Budget - one time expenses to combine systems |                  |           |                   |                      |
|--|------------------|-----------|-------------------|----------------------|
|  | ESLS             |           | MWFLS             | Total                |
| Polaris - Data Services Migration                    |                  | \$        | 58,975.00         | \$ 58,975.00         |
| Polaris Staff CALs -120 licenses                     |                  | \$        | 81,000.00         | \$ 81,000.00         |
| Microsoft CALs - 120 licenses                        |                  | \$        | 1,080.00          | \$ 1,080.00          |
| Simply Reports - 7 licenses                          |                  | \$        | 3,150.00          | \$ 3,150.00          |
| Training onsite & Polaris travel                     |                  | \$        | 8,600.00          | \$ 8,600.00          |
| Backstage Authority Control                          |                  | \$        | 15,000.00         | \$ 15,000.00         |
| Polaris Social                                       | \$ 12,076.00     | \$        | 10,299.64         | \$ 22,375.64         |
| Polaris Outreach                                     | \$ 1,080.00      | \$        | 921.00            | \$ 2,001.00          |
| Polaris Leap   | \$ 13,607.00     | \$        | 11,606.00         | \$ 25,213.00         |
| Relocation   |                  |           |                   |                      |
| EnvisionWare E commerce                              | \$ 6,355.10      | \$        | 5,984.90          | \$ 12,340.00         |
| Legal/Auditor  | \$ 3,400.00      | \$        | 3,200.00          | \$ 6,600.00          |
| Deposit on truck rental space                        | \$ 1,030.00      | \$        | 970.00            | \$ 2,000.00          |
| Logo/new name  | \$ 1,030.00      | \$        | 970.00            | \$ 2,000.00          |
| <b>Total</b>   | <b>\$ 38,578</b> | <b>\$</b> | <b>201,756.54</b> | <b>\$ 240,334.64</b> |

| Reserves for merged system                      |               |              |                 |
|---|---------------|--------------|-----------------|
|   | ESLS          | MWFLS        |                 |
| State Aid*                                      | \$ 397,370.15 |              |                 |
| Bookmobile Automation *                         | \$ 8,354.31   |              |                 |
| Vehicle replacement*                            | \$ 7,795.47   |              |                 |
| Automation Reserve                              | \$ 17,897.85  |              |                 |
| Contingency Fund*                               | \$ 70,116.48  |              |                 |
| Sick Leave*                                     | \$ 29,285.86  |              |                 |
| EasiCat Upgrade                                 | \$ 47,700.74  |              |                 |
| Bookmobile replacement reserve*                 | \$ 47,055.91  |              |                 |
| General*  |               | \$446,452.65 |                 |
| Future ILS Purchase                             |               | \$90,611.79  |                 |
| Library Replacement Fund                        |               | \$173,876.56 |                 |
| Grand total                                     | \$ 625,576.77 | \$710,941.00 | \$ 1,336,517.77 |
| Available funds for merger expense              | \$ 65,598.59  | \$264,488.35 | \$ 330,086.94   |
| MWFLS as of 09/15/15                            |               |              |                 |
| * = ESLS Monies unavailable for merger expenses |               |              |                 |
| As of May 2016                                  |               |              |                 |

## Appendix F

### WI State Statute Chapter 43 requirements of library system services or agreements

- Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.
- In-service training for participating public library personnel and trustees.
- Electronic delivery of information and physical delivery of library materials to participating libraries.
- Service agreements with all adjacent library systems.
- Professional consultant services to participating public libraries.
- Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.
- Promotion and facilitation of library service to users with special needs.
- Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and by every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

## Appendix G

The following is information related to how cataloging will be handled in the new system.

1. How will be original and copy cataloging handled? Is this all centrally done or are libraries responsible?

Original cataloging will be handled by the system's cataloging/ILL librarian, though member library staff may enter a brief record by filling in a template, so they do not need to wait to start circulating the material.

Copy cataloging is a mix. Member libraries first search EasiCat and then search OCLC via a Z39.50 link within Polaris if there is no already existing match. If a match is found in OCLC, they click the save button, and the record is in EasiCat for their use. Member libraries are fully responsible for and in control of their holdings records.

Member libraries are more responsible for verifying initial copy catalog records information – checking titles and number of discs and whether applicable series are present. There will be at least one annual cataloging meeting and refresher training for member library cataloging staff. Final cleanup and overall database maintenance and standardization will continue to be centralized with the cataloging/ILL librarian.

2. Who works on authorities and cleanup efforts?

Backstage will be used for outsourced authority control. The system's cataloging/ILL librarian will be responsible for that processing as well as any other authority and cleanup efforts – though feedback and head's ups from member libraries of areas that need attention or priority will \*always\* be welcomed and encouraged.



## Appendix H

The following covers the IT support that can be provided by the system.

Technology services from NEW-SYSTEM are provided by two full-time technology professionals.

**NOTE:** \*\* items that are being worked on and intend to provide in the new system.

### PC Support

NEW-SYSTEM offers “cradle to grave” PC support, managing all aspects of both the staff and patron PCs located in member libraries.

- ✓ **Purchasing**—NEW-SYSTEM coordinates the purchases of PCs through Dell and handles all aspects of the ordering and receiving process. \*\*NEW-SYSTEM provides inventory reports of supported PCs which include PC age, model, windows version, etc.
- ✓ **Installation**—NEW-SYSTEM preps and installs each library computer for our member libraries, including a transfer of data from the old PC to the new one, saving significant library staff time.
- ✓ **Repair & Warranties**—NEW-SYSTEM coordinates warranty repair work for PCs under warranty, and repairs PCs for cost of parts for PCs out of warranty.
- ✓ **Peripherals**—NEW-SYSTEM researches network printers, spine label and receipt printers, as well as barcode scanners for member libraries, recommending optimal models. NEW-SYSTEM also installs the appropriate software on NEW-SYSTEM-supported PCs.
- ✓ **Help Desk**—NEW-SYSTEM offers a Help Desk staffed 8:00 a.m. to 4:00 p.m. weekdays, with additional pager support provided during all other library hours. The Help Desk can remote into any NEW-SYSTEM network computer and fix most issues at the time of any call. If the problem cannot be rectified remotely, NEW-SYSTEM will arrange the transportation of the PC back to NEW-SYSTEM headquarters for repair.
- ✓ **Centralized antivirus service**—NEW-SYSTEM maintains a central antivirus service which automatically updates all network clients. The annual cost of the antivirus software is a pass through expense that is dependent on the number of PC's.
- ✓ **Microsoft Office**—Through our Microsoft Office 365 agreement, we're able to offer the full Microsoft Office Professional Suite on every patron and staff computer. NEW-SYSTEM maintains all aspects of the licensing, upgrade and maintenance of the software as well.
- ✓ **Software updates**—NEW-SYSTEM provides automatic updates for Staff and Patron PC software, including updates to the operating system, web browsers, applications specific to the shared ILS, and add-ons such as Flash, Java, Adobe Reader, and Silverlight. Firefox browser.
- ✓ **Patron PC expertise including PC locking software**—NEW-SYSTEM has extensive experience maintaining PCs for public (patron) use. Each PC is securely locked down, while making sure that all patron data is secure and removed after each use. NEW-SYSTEM also purchases proprietary PC locking software, that is a pass through expense that is dependent on the number of PC's.
- ✓ **PC Time Management software** (optional service)—NEW-SYSTEM provides installation, configuration, and support for PC Time Management software (“EnvisionWare”) for public PCs. This is a purchase that the library is responsible for.

- ✓ **Technology planning and consulting**—NEW-SYSTEM staff can provide libraries assistance with a wide range of technology planning, from “What printer should I buy?” to “What will we need for cabling in our new building?”

## **Network Support**

- ✓ **Subsidized TEACH lines and WiscNet membership**—Each library benefits from a BadgerNet TEACH internet connection to their library (costs included in membership). In addition, NEW-SYSTEM and its member libraries have collective membership in the WiscNet consortium, our Internet Service Provider. NEW-SYSTEM Technology staff serve as the primary contacts for both BadgerNet and WiscNet and support the network technologies on the libraries’ behalf.
- ✓ **Firewall**— Outsource vendor (\*\*NEW-SYSTEM) maintains and supports a firewall on behalf of member libraries and their supported PCs.
- ✓ **\*\*Standardized network equipment**—Each library and branch supported by NEW-SYSTEM utilizes switches and routers maintained by outsourced vendor (\*\*NEW-SYSTEM).
- ✓ **\*\*Windows Active Directory environment**—NEW-SYSTEM maintains a complex Windows environment, connecting all member library PCs to a centralized network.
- ✓ **\*\*Inventory of spare Network hardware**—NEW-SYSTEM maintains a complete inventory of all switches and routers, and can swap out any defective piece of equipment in a matter of hours.

## **Web Hosting**

NEW-SYSTEM provides web hosting through a third party vendor and assist in support of libraries web pages. The costs of the third party hosting will be passed through to the libraries.

## **Email and mailing lists**

NEW-SYSTEM provides the Office365 web-based e-mail and calendaring solution at no cost for all member libraries, along with a mailing list service for library staff.

## **Wireless support**

NEW-SYSTEM supports an enterprise-grade wireless service for our members. Monthly statistical reports of wireless activity are delivered via email, and the service includes multiple signals for patrons, staff, and library owned devices.

## **Database Authentication**

NEW-SYSTEM provides authentication for databases that libraries subscribe to through WILS. Vendor requirements and NEW-SYSTEM staff availability will determine authentication set up time and NEW-SYSTEM may reject databases with requirements that will cause technical difficulties.

## **Technology Lending**

NEW-SYSTEM will lend technology devices as available. A listing of these devices will be sent out each year.

**A Resolution Approving the Merger of the Mid-Wisconsin Federated Library System with the Eastern Shores Library System**

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, Dodge County and Washington County have partnered to establish a federated public library system, pursuant to the provisions of Section 43.15(4), of the *Wisconsin Statutes*, which federated public library system is known as the Mid-Wisconsin Federated Library System; and,

**WHEREAS**, the Eastern Shores Library System Board, the governing body of the library system serving Ozaukee and Sheboygan Counties, has been approached by the Mid-Wisconsin Federated Library System Board, the governing body of the library system serving Dodge County and Washington County, which proposed a merger of the two systems; and,

**WHEREAS**, each system board appointed representatives to a Joint Merger Negotiation Committee, which evaluated the potential benefits or pitfalls of a merger, and this Joint Merger Negotiation Committee has recommended a merger of the two systems; and,

**WHEREAS**, the Mid-Wisconsin Federated Library System Board has determined that a merger is in the best interests of both systems, and has issued a request that Dodge County approve of the merger of the Mid-Wisconsin Federated Library System with the Eastern Shores Library System, a copy of which request is on file with the Dodge County Clerk; and,

**WHEREAS**, approval is required of all four County Boards impacted by the proposed merger;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby gives its approval to the merger of the Mid-Wisconsin Federated Library System with the Eastern Shores Library System pursuant to the terms of the proposed Merger Agreement, a copy of which is on file with the Dodge County Clerk; and,

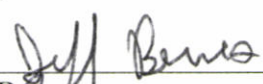
**BE IT FINALLY RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Clerk to submit certified copies of this Resolution to the Mid-Wisconsin Federated Library System Board and the Eastern Shores Library System Board and such other entities as may be necessary to effectuate the merger.

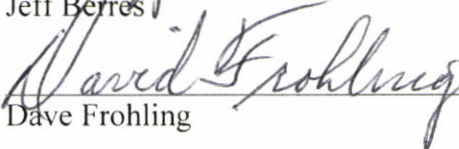
All of which is respectfully submitted this 19th day of July, 2016.

**Dodge County Executive Committee:**


  
\_\_\_\_\_  
Russell Kottke

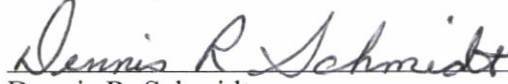
  
\_\_\_\_\_  
Joseph M. Marsik

  
\_\_\_\_\_  
Jeff Berres

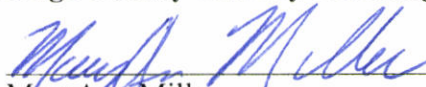
  
\_\_\_\_\_  
Dave Frohling

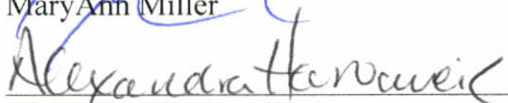
  
\_\_\_\_\_  
Mary Ann Miller


  
\_\_\_\_\_  
Donna Maly

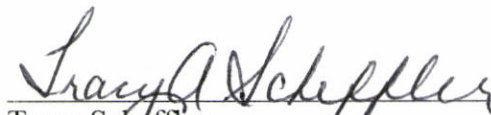
  
\_\_\_\_\_  
Dennis R. Schmidt

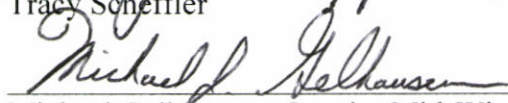
**Dodge County Library Planning Board:**

  
\_\_\_\_\_  
Mary Ann Miller

  
\_\_\_\_\_  
Alexandria Harvancik

  
\_\_\_\_\_  
Alixé Bielot

  
\_\_\_\_\_  
Tracy Scheffler

  
\_\_\_\_\_  
Michael Gelhausen – Interim Mid-Wisconsin  
Federated Library System Director

**BRANCH II**  
**DODGE COUNTY CIRCUIT COURT**  
**JOHN R. STORCK, JUDGE**  
Dodge County Justice Facility  
210 West Center Street  
Juneau, Wisconsin 53039-1091

Tammy Wild, Ct. Reporter  
Mary Jo Kuen, Judicial Assistant  
Mary.Kuen@wicourts.gov  
Gina Steinke, Judicial Assistant  
Gina.Steinke@wicourts.gov

(920) 386-3551  
FAX (920) 386-3587  
John.Storck@wicourts.gov

June 28, 2016

TO: Law Enforcement Committee and Human Resources Committee

RE: Paralegal Position with District Attorney's Office

This letter is written in support of the request of the Dodge County District Attorney's request for a paralegal position.

I am currently the Alcohol Treatment Court (ATC) Judge and have been working with the Treatment Alternative & Diversion program (TAD). In that role, I understand the importance of coordinating the Court diversion programs with the District Attorney's office. The sharing of information and the coordination between the Courts and the District Attorney's office is crucial for the success of these programs. It is one of the important responsibilities of the new proposed paralegal position.

This new position will enable the ATC and TAD to have a single contact person in the District Attorney's Office. Having one person responsible for the gathering, maintaining, and disseminating of information on defendants who may be eligible for these programs and who are in the programs, will greatly assist in assuring the success of these programs. Having one individual in the District Attorney's office responsible for diversion programs will assist in assuring that the correct defendants are admitted into the programs, that they are given the appropriate treatment and supervision, and that the programs continue to be modified and improved to best treat the defendant and protect public safety.

Our District Attorney's office has a reputation for being frugal. They have a state wide reputation for being efficient. The District Attorney's office attempts to meet their goals with the resources they have. Sometimes, however, additional resources are necessary to accomplish goals successfully. I believe this is one of those circumstances where additional resources in the District Attorney's office would be extremely beneficial to the success of the ATC and TAD and other diversion programs.

Very truly yours,



John R. Storck  
Circuit Court Judge

JRS/gms  
cc: District Attorney Klomberg

## **Additional Legal Assistant Justification**

### **District Attorney's Office**

Currently all of our Legal Assistants are assigned by case type (Misdemeanor, Felony, Criminal Traffic, Civil Traffic, Juvenile). They are not assigned as assistants to any particular attorney. This position will be more administrative, working as a secretary to the District Attorney, Managing Attorney and to some extent other prosecutors in this office. This Legal Assistant would be assigned to case management in major cases (homicides, sexual assaults, large embezzlements). These only generally occur 5 -6 times per year but would allow one legal assistant to work exclusively on a case without interruption with other cases. This person would assist scheduling (which is now done by attorneys), work with accounts payable, do bank deposits. They would also cover telephone status conferences with the courts and defense attorney secretaries. In addition, this person would assist other legal secretaries, especially in Criminal and Civil Traffic with workload and would fill-in for other legal assistants as determined by caseload, vacation schedules and absences.

June 8, 2016

## **New Paralegal Position Justification**

### **District Attorney's Office**

According to several studies conducted by the State of Wisconsin, the Dodge County District Attorney is understaffed with attorneys. Given the State's current posture it is unlikely that this problem will be resolved in the foreseeable future. The State Public Defender office in Dodge County has doubled in size in the last 3 years, however. In addition, the District Attorney's office is faced with new challenges as we move from a traditional prosecutorial model to one requiring evidence-based practice with the need for risk assessments of all defendants prior to charging, intensive monitoring and participation in diversion programs and diversion courts. Cases are no longer 'closed' with a conviction, but generally stay open for an additional year as defendants complete diversion programs and participate in diversion courts. Finally, juries in trials are increasingly expecting sophisticated technology in the courtroom and studies show that videos, Powerpoint presentations and other demonstrative aids help juries understand a prosecutor's case.

Paralegals are commonly found in District Attorney offices. They have specialized training and can perform many of the functions that Dodge County prosecutors currently do, as long as they are supervised by a licensed attorney. Paralegals conduct legal research, draft legal documents, interface with law enforcement during case management, and assist attorneys with trial preparation.

In our particular case we would utilize all of the traditional paralegal skills but would also use the paralegal in the county's new evidence based model. S/he would gather and analyze data from the DA's point of view to help our office run more efficiently and effectively. The paralegal would perform pre-charging risk assessments on all defendants prior to bail hearings. This is necessary as nationwide, counties are being sued for not have an evidence-based rationale for bail amounts.

The paralegal would also oversee all of the new diversion programs implemented in Dodge County. In addition to the Alcohol Court and TAD program, the District Attorney's office here also has diversion programs for persons charged with Operating after Revocation and Operating without a Valid Driver's License. We would also like to develop and implement a pre-charging diversion program, something which is being increasingly done in many counties across Wisconsin. The paralegal would be integral in managing all pre-charging assessments and diversions. Currently the Alcohol and Drug courts require about ¾ of a day each week for an attorney to read staffing reports, participate in team staffings and attend the actual court sessions. Due to time restrictions and workload we are not able to participate in the court sessions. A paralegal would free up attorney time so that a prosecutor could participate fully.

The paralegal would also work with prosecutors in case management and trial preparation. Attorneys do not have the time, nor quite frankly the expertise, to develop and present sophisticated, technical trial aids and demonstrative exhibits that courts and juries now expect.

In short, the paralegal would allow the District Attorney office to meet the expanded responsibilities of it's office in a cost-effective way so that the office is more efficient and better serves the citizens of Dodge County.

June 8, 2016



RESOLUTION NO. 16-25

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Law Enforcement Committee (Committee) has studied and analyzed staffing needs at the Dodge County District Attorney's Office; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following positions in the Dodge County District Attorney's Office, effective January 1, 2017:

1. Create one new, full-time, benefited position of *Paralegal*; and,
2. Create one new, full-time, benefited position of *Legal Assistant*; and,

**WHEREAS**, a job description for the proposed position of *Paralegal* has been marked for identification as Exhibit "A" and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *Legal Assistant* has been marked for identification as Exhibit "B" and has been attached hereto; and,

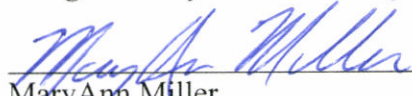
**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed positions of *Paralegal* and *Legal Assistant* during calendar year 2017;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following positions in the Dodge County District Attorney's Office, effective January 1, 2017:

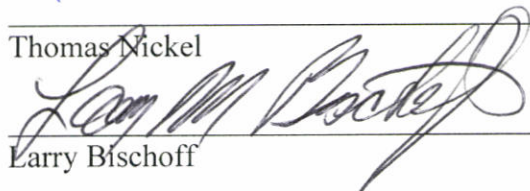
1. Creates one new, full-time, benefited position of *Paralegal*; and,
2. Creates one new, full-time, benefited position of *Legal Assistant*.

All of which is respectfully submitted this 19th day of July, 2016.

**Dodge County Law Enforcement Committee:**

  
MaryAnn Miller

Thomas Nickel

  
Larry Bischoff

  
Dan Hilbert

  
Larry Schraufnagel

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$20.51 - \$28.13**

|                     |                      |                     |   |
|---------------------|----------------------|---------------------|---|
| <b>JOB TITLE:</b>   | Paralegal            | <b>FLSA STATUS:</b> | Non Exempt                              |
| <b>DEPARTMENT:</b>  | District Attorney    | <b>REPORTS TO:</b>  | Managing Attorney and District Attorney |
| <b>LOCATION:</b>    | Justice Facility     | <b>DATE:</b>        | DRAFT                                   |
| <b>LABOR GRADE:</b> | Dodge County Six (6) | <b>REVISED:</b>     |   |

**OVERALL PURPOSE/SUMMARY**  
 Under the direct supervision of the Managing Attorney provides legal research, oversees evidence-based practices and programs, drafts legal documents and produces technology based demonstrative courtroom aids. Assists attorneys with case development and prosecution.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**  

1. Research/design and oversee Pre-charge Diversion programs.
2. Administer Pre-charge risk assessments to all defendants prior to Initial Appearance.
3. Under supervision of attorneys, recommend charging decisions and draft complaints in misdemeanor and traffic (misdemeanor) cases.
4. Administer Post-charge Operating After Revocation and Operating without a Valid License Diversion programs
5. Identify, develop and maintain local measurements for evidence-based practice, working with local law enforcement and statewide justice partners.
6. Research and analyze law sources such as statutes, recorded judicial decisions, legal articles and caselaw for Prosecutors.
7. Draft legal memoranda for Prosecutors and the Courts.
8. Draft legal briefs based on statutes and caselaw.
9. Monitor the status of cases to ensure appropriate action is taken in a timely manner.
10. Work with law enforcement to prepare Applications for Search Warrants and Subpoenas.
11. May be assigned as the Portal 100 Administrator, authorized by the State of Wisconsin to maintain system users and ensure protocols are adhered to.
12. Prepare trial documents, including trial books, Powerpoints and other demonstrative exhibits to be used at trial.
13. Manages all pre-charging assessments and diversions, participates in team staffings and attends TAD and ATC treatment court sessions.
14. Work with extraditions and detainers, contacting other jurisdictions and drafting documents.
15. Research and implement best practices in evidence-based decisions, diversion programs and office efficiencies from other jurisdictions on ongoing basis.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**  
**KNOWLEDGE, SKILLS, AND ABILITIES**  
 Considerable knowledge of modern office methods and practices.  
 Considerable knowledge of legal terminology and court practices/procedures.  
 Ability to learn and master the State of Wisconsin provided online legal research database.  
 Ability to gather and analyze statistical data  
 Ability to work with law enforcement personnel, attorneys, judges, and prosecutors from other counties, Office of the Attorney General, the United States Attorney, and the public.  
 Ability to treat legal matters confidentially.  
 Ability to establish and maintain effective public and working relationships, at times working with upset or hostile individuals.  
 Ability to work as the member of a team.  
 Ability to maintain accurate/complete records.  
 Ability to work independently.  
 Excellent organizational skills with the ability to be responsible for numerous concurrent tasks.  
 Ability to work under pressure and with time constraints where failure can lead to dismissal of case or loss of case leading to release of defendant.

**EDUCATION AND EXPERIENCE**  
 A paralegal degree from an accredited institution required. Preference given for work experience in a District Attorney's Office. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**  
 Normal office conditions.

**PHYSICAL DEMANDS**  
 The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

|  |                                    |
|--|------------------------------------|
| <b>ACKNOWLEDGEMENTS</b>  | <b>FOR HUMAN RESOURCE USE</b>      |
| <b>EMPLOYEE SIGNATURE:</b><br><b>DATE:</b><br><b>SUPERVISOR SIGNATURE:</b><br><b>DATE:</b> | <b>ANALYST(S):</b><br><b>DATE:</b> |

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$16.66 - \$22.85**

|                     |                       |                     |   |
|---------------------|-----------------------|---------------------|---|
| <b>JOB TITLE:</b>   | Legal Assistant       | <b>FLSA STATUS:</b> | Non Exempt                              |
| <b>DEPARTMENT:</b>  | District Attorney     | <b>REPORTS TO:</b>  | Managing Attorney and District Attorney |
| <b>LOCATION:</b>    | Justice Facility      | <b>DATE:</b>        | 7/1/06                                  |
| <b>LABOR GRADE:</b> | Dodge County Four (4) | <b>REVISED:</b>     | 1/17/12; 2/5/14                         |

## OVERALL PURPOSE/SUMMARY

Under the direct direction of the Managing Attorney and assigned attorney provides legal stenographic, typing/word processing, and general office work. Conducts research, drafts legal documents, schedules hearings, and contacts witnesses. Maintains records and files and prepares reports. Responds to inquiries from defense counsel and general public.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Receives telephone/visitor inquiries and gives information or directs inquiries.
2. Prepares/drafts legal documents including, among other things, correspondence, Criminal Complaints, Search and Arrest Warrants, Informations, Motions, Stipulations, Subpoenas, and Writs.
3. Opens and closes files by entering pertinent information into data base program, and obtaining required signatures.
4. Maintains calendar and tickler files for district attorneys.
5. Responsible for ensuring that all files scheduled for daily court activity have the necessary documents and witnesses available.
6. Schedules meetings between District Attorney's Office, public, attorneys and law enforcement.
7. Coordinates activities between court and jail including scheduling court hearings.
8. Does criminal history research for attorneys, including CCAP printouts and running CIB teletypes according to Department of Justice guidelines.
9. Prepares files for court hearings including reviewing files for notification to witnesses under severe time constraints.
10. When attorney is unavailable, fills in for attorney and takes phone calls and meets with defendants, social workers, and defense attorneys to answer questions and communicate offers to resolve the case.
11. When Victim Witness Coordinator is unavailable, responsible for canceling subpoenas for all witnesses if hearing is adjourned or cancelled.
12. When attorney is unavailable, responsible for attending status hearing to communicate status of case to judge and defense counsel.
13. Responsible for ensuring that all time limits for things such as preliminary hearing and the filing of informations are complied with, as well as drafting and the proper signing and service of all writs of habeas corpus testificandum and prosequendum, and verifies the location of prisoners, including coordinating transportation with prisons and sheriff department for defendants and witnesses.
14. In juvenile matters, schedules court hearings, sends out all notices, drafts all orders and dispositions of the court, and manages court calendar in compliance with strict statutory time-limits, responsible for coordinating transport needed to secure detention and attends court hearings to coordinate appearance order of the defendants.
15. Responsible for all aspects of prosecuting worthless check cases, including sending letters to defendants, drafting complaints, tracking payments, and scheduling initial appearances.
16. Responsible for proper closure and purging of files, maintenance of closed files as required by Wisconsin Statutes.
17. May be assigned as a Dodge County DA Protect Software Administrator, updating statutes, maintain the database and creating/updating templates.
18. May be assigned as the Department's member of the Statewide Protect User Group (PUG) by advising, implementing, and training staff on the Protect computer system.
19. May be assigned as the Portal 100 Administrator; authorized by the State of Wisconsin to maintain system users and ensure protocols are adhered to.
20. May be assigned as the Time Agency Coordinator, ensuring that qualified staff, maintain certifications, monitors user agreements, submits required audits, and maintains security protocols for office staff and visitors.
21. Regular attendance and punctuality required.
22. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern office methods and practices.  
 Considerable knowledge of legal terminology and court practices/procedures.  
 Ability to accurately enter information into computer/word processor at rate equivalent to 70 wpm.  
 Ability to work with law enforcement personnel, attorneys, judges, and prosecutors from other counties, Office of the Attorney General, the United States Attorney, and the public.  
 Ability to treat legal matters confidentially.  
 Ability to establish and maintain effective public and working relationships, at times working with upset or hostile individuals.  
 Ability to maintain accurate/complete records.  
 Ability to work independently.

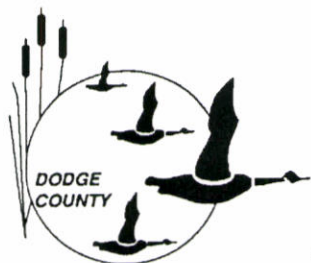
**EXHIBIT "B"**

Page 1 of 2

|   |                               |
|---|-------------------------------|
| <b>KNOWLEDGE, SKILLS, AND ABILITIES (cont.)</b><br>Excellent organizational skills with the ability to be responsible for numerous concurrent tasks.<br>Ability to work under pressure and with time constraints where failure can lead to dismissal of case or loss of case leading to release of defendant.   |                               |
| <b>EDUCATION AND EXPERIENCE</b><br>High school diploma or GED equivalent, including/supplemented by courses in personal computer/ word processing, and four (4) years responsible clerical and stenographic experience, preferably in law office. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. |                               |
| <b>WORKING CONDITIONS</b><br>Normal office conditions.  |                               |
| <b>PHYSICAL DEMANDS</b><br>The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.                                |                               |
| <b>ACKNOWLEDGEMENTS</b>   | <b>FOR HUMAN RESOURCE USE</b> |
| EMPLOYEE SIGNATURE:<br>DATE:<br>SUPERVISOR SIGNATURE:<br>DATE:  | ANALYST(S):<br>DATE:          |
| The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).  |                               |

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.






## HUMAN RESOURCES DEPARTMENT

**Sarah Eske, Human Resources Director**

127 East Oak Street, Juneau, WI 53039  
(920)386-3691 – FAX (920)386-3545

---

### MEMO

DATE: July 12, 2016  
TO: The Honorable County Board of Supervisors  
FROM: Sarah Eske   
RE: Information to Support Resolution 16-26

---

I would like to take an opportunity to provide you with some background information which may help answer questions you may have regarding the resolution to abolish one (1) full-time Human Resources Assistant II and create one (1) full-time Insurance and Benefits Coordinator.

Currently, the Human Resources Department employs one (1) full-time Insurance and Benefits Coordinator. This position's primary function is to meet with employees regarding benefit orientation and meet with soon-to-be retiring employees and provide follow-up meetings with retirees, as needed, regarding benefit options and processes.

Our statistics show that in 2015 the Insurance and Benefits Coordinator met with a 172 employees for benefits orientation and 62 past or present employees for retirement meetings. From January 1, 2016 through June 30, 2016, this position met with 87 employees for benefit orientation and 24 past or present employees for retirement meetings.

On average, a meeting with one employee for benefit orientation takes about two (2) hours and a meeting with a retiree takes about one (1) hour. Although much effort is made to consolidate orientations, schedules and mandated deadlines often prohibit these efforts. Group benefit orientations can take up to four (4) hours pending how many are in attendance. Due to confidentiality and unique circumstances, retirement meetings must be held individually.

This position also spends a large amount of the time assisting over 700 qualifying employees with questions related to benefits, address changes and benefits changes. In addition, this position is responsible for all Affordable Care Act (ACA) reporting; updates and changes to benefit set-up in Kronos; Health, Dental, and Life Insurance billing and reconciliation on the Human Resources side and WRS reporting throughout the year. As you can see this position is extremely busy and provides an important function for the County and its employees.

Our Human Resources Assistant II position was responsible for calculating benefit and accrual pro-rations, tracking employee step increases, performance evaluations, and benefit pay-outs at the time of termination/retirement. With the implementation of Kronos, our benefit and accrual pro-rations have been automated. Further, with the implementation of the Performance and Compensation module, the tracking of step increases and performance evaluations will be handled within this module. There will always be a need for manual payout calculations at the time of termination/retirement. These changes have drastically reduced the workload of the Human Resources Assistant II position.

With ongoing changes and updates in regulations regarding employee benefits including: ACA, Comprehensive Omnibus Budget Reconciliation Act of 1985 (COBRA), Health Insurance Portability and Accountability Act (HIPAA), Unemployment Compensation, and Employee Retirement Income Security Act (ERISA), and additional position with more in-depth Human Resources knowledge, skills and abilities is a necessity. As indicated above, there is a plethora of work for the Insurance and Benefits Coordinator position. The revised Insurance and Benefits Coordinator job description, which is attached to the resolutions, incorporates the remaining duties of the Human Resources Assistant II. Creating one (1) additional Insurance and Benefits Coordinator will allow both positions to handle the vast amount of time spent in orientations and meetings and allow a quicker response time to employees questions and needs regarding their benefits.

I ask for your support of this resolution which will benefit the employees of Dodge County.

Thank you.

RESOLUTION NO. 16-26

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Human Resources and Labor Negotiations Committee has studied and analyzed staffing needs at the Dodge County Human Resources Department; and,

**WHEREAS**, as a result of these studies and analyses, the Human Resources and Labor Negotiations Committee recommends that the Dodge County Board of Supervisors abolish the following position in the Human Resources Department, effective August 1, 2016:

1. Abolish one vacant, funded, full-time, benefited position of *Human Resources Assistant II*; and,

**WHEREAS**, as a result of these studies and analyses, the Human Resources and Labor Negotiations Committee also recommends that the Dodge County Board of Supervisors create the following position in the Human Resources Department, effective August 1, 2016:

1. Create one new, full-time, benefited position of *Insurance and Benefits Coordinator*; and,

**WHEREAS**, a job description for the position of *Human Resources Assistant II* has been marked for identification as Exhibit "A", and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *Insurance and Benefits Coordinator* has been marked for identification as Exhibit "B", and has been attached hereto; and,

**WHEREAS**, there are funds in the 2016 Budget of the Human Resources Department to fund the proposed position of *Insurance and Benefits Coordinator*, during the period of time commencing on August 1, 2016, and ending on December 31, 2016, both inclusive;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes the following position in the Dodge County Human Resources Department, effective August 1, 2016:

1. Abolishes one vacant, funded, full-time, benefited position of *Human Resources Assistant II*; and,

**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Human Resources Department, effective August 1, 2016:

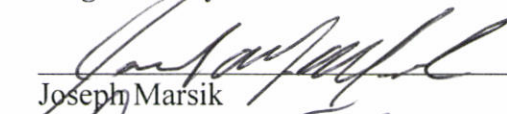
1. Creates one new, full-time, benefited position of *Insurance and Benefits Coordinator*; and,

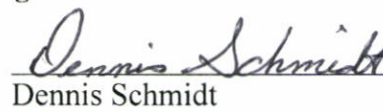


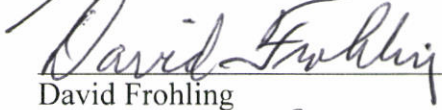
**BE IT FINALLY RESOLVED**, that funds in the 2016 Budget of the Human Resources Department shall be used to fund the position of *Insurance and Benefits Coordinator*, during the period of time commencing on August 1, 2016, and ending on December 31, 2016, both inclusive.

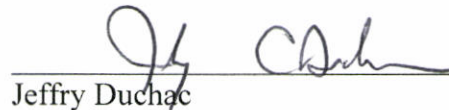
All of which is respectfully submitted this 19th day of July, 2016.

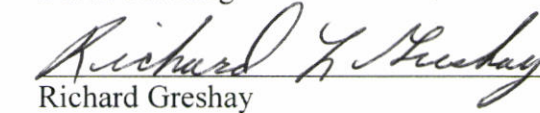
**Dodge County Human Resources and Labor Negotiations Committee:**

  
Joseph Marsik

  
Dennis Schmidt

  
David Frohling

  
Jeffry Duchac

  
Richard Greshay

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2016 Budget? ☒ Yes or ☐ No

Fiscal Impact on the adopted 2016 Budget:

Savings of \$10,848 ~~10,848~~ \*16,500

Fiscal Impact reviewed by the Dodge County Finance Committee on 7/12, 2016.

  
David Frohling, Chairman  
Dodge County Finance Committee

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$16.66 - \$22.85**

|                     |                              |                     |                          |
|---------------------|------------------------------|---------------------|--------------------------|
| <b>JOB TITLE:</b>   | Human Resources Assistant II | <b>FLSA STATUS:</b> | Non Exempt               |
| <b>DEPARTMENT:</b>  | Human Resources Department   | <b>REPORTS TO:</b>  | Human Resources Director |
| <b>LOCATION:</b>    | Administration Building      | <b>DATE:</b>        | October 2, 2000          |
| <b>LABOR GRADE:</b> | Dodge County Four (4)        | <b>REVISED:</b>     | 9/16/09; 1/1/13; 4/16/15 |

## OVERALL PURPOSE/SUMMARY

Under the general direction of the Human Resources Director, creates and maintains records, reports, and documents for assigned areas of responsibility. May give direction to and assist Human Resources Secretary as needed.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares memos, correspondence, records, reports and other documents related to assigned areas of responsibility.
2. Creates and maintains records and spreadsheets regarding wages, salaries and benefits; assures accurate and timely processing of related documents (i.e. wage worksheets, employee benefit pro-rations, termination payouts, etc.).
3. Maintains schedule of orientation reports and performance reviews. Assures timely processing by department heads.
4. Prepares notices, agendas, records, minutes and resolutions for Human Resources and Labor Negotiations Committee meetings.
5. Provides general assistance to county employees and the public on routine personnel procedures and policies.
6. Coordinates activities related to the Civil Service Commission, i.e., arranges for testing, schedules interviews with candidates, documents results, maintains eligibility list.
7. Compiles information and prepares confidential documents related to labor contract administration, grievances, arbitration and labor negotiations.
8. Maintains confidentiality of departmental information.
9. May perform duties of the Human Resources Secretary.
10. Regular attendance and punctuality required.
11. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Intermediate level proficiency in word processing, spreadsheet and database computer applications.  
 Excellent written and verbal communication skills.  
 Knowledge of proper English usage and business application.  
 Knowledge of acceptable workplace human relations.  
 Ability to prioritize the workload and complete in a timely manner with accuracy.  
 Ability to comprehend county policies and procedures, and provide basic explanations about them.  
 Ability to operate technical office equipment such as printers, copy machines, facsimile machines, multi-line telephone, calculator, etc.  
 Ability to screen inquiries and complaints and direct them to appropriate persons or departments.  
 Ability to work cooperatively with others.  
 Ability to accurately maintain files and calendars.  
 Ability to manage time efficiently.  
 Ability to prioritize work and make timely decisions.  
 Ability to exercise independent judgement and work under minimal supervision.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and three (3) years confidential secretarial or administrative assistant experience which required a high degree of confidentiality. Equivalent combination of education and experience that provides necessary knowledge, skills and abilities may be considered. Preference given for Associate's Degree in related field or Human Resource Assistant Certification Program.

### WORKING CONDITIONS

Normal office environment.

### PHYSICAL DEMANDS (See Physical Demands Worksheet)

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

### FOR HUMAN RESOURCES USE

**ANALYST(S):**

**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

|                     |                                    |                     |                                   |
|---------------------|------------------------------------|---------------------|-----------------------------------|
| <b>JOB TITLE:</b>   | Insurance and Benefits Coordinator | <b>FLSA STATUS:</b> | Exempt                            |
| <b>DEPARTMENT:</b>  | Human Resources                    | <b>REPORTS TO:</b>  | Human Resources Director          |
| <b>LOCATION:</b>    | Administration Building            | <b>DATE:</b>        | April 19, 1996                    |
| <b>LABOR GRADE:</b> | Dodge County Six (6)               | <b>REVISED:</b>     | 1/8/03; 9/19/06; 4/18/07; 6/14/16 |

## OVERALL PURPOSE/SUMMARY:

Under the general direction of the Human Resources Director, processes and coordinates employee fringe benefit programs offered by County and prepares/maintains reports and manuals relative to these programs. Administers federal mandated COBRA requirements.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Informs new, existing, terminating, and former County employees of fringe benefit eligibility, including payment/reporting requirements
2. Prepares, verifies, and files application forms for employee participation in and termination of County employee fringe benefit programs.
3. Administers and monitor flex spending, deferred compensation, Post Employment Health Plans, and Long Term Disability programs.
4. Assists as needed with employee fringe benefit claims.
5. Enter benefit data into payroll/Human Resources Information System (HRIS) on all employees, create reports and maintain databases.
6. Create and ensures accurate Deduction, Benefit and Accruals (DBA's) are entered into HRIS system to ensure proper deductions are taken from employee payrolls.
7. Creates and maintains records and spreadsheets regarding wages, salaries and benefits; assures accurate and timely processing of related documents (i.e. wage worksheets, employee benefit pro-rations, termination payouts, etc.).
8. Maintains schedule of orientation reports and performance reviews. Assures timely processing by department heads.
9. Provides general assistance to county employees and the public on routine personnel procedures and policies.
10. Enters direct deposit information into HRIS and verifies information is accurate.
11. Create and distribute annual enrollment forms, (i.e. Dual Choice Health Insurance, Flexible spending).
12. Supplies County employees with group health, dental and life insurance, and Wisconsin Retirement booklets, applications, and claim forms etc.
13. Prepares necessary communications advising Human Resources Director, Department Heads, and employees of changes in rates, rules, regulations, adopted legislation, and procedures regarding employee benefits.
14. Maintains employee fringe benefit rules, regulations, and procedural manuals.
15. Compiles necessary periodic Wisconsin Retirement Fund and other fringe benefit reports.
16. Ensures Dodge County's compliance with all Affordable Care Act requirements and reporting.
17. Ensures timely submission of all insurance and benefit documents.
18. Complies, reconciles and ensures timely submission of all monthly insurance billings.
19. Responds to inquiries from Wisconsin Retirement Fund, Social Security, insurance representatives, unemployment office, health insurance, dental insurance, and life insurance agencies.
20. Administers mandated COBRA requirements.
21. Answers questions regarding all insurance and benefits coverage and prepares related correspondence.
22. Coordinate benefit administrator presentations, meetings, and health fairs.
23. Regular attendance and punctuality required.
24. Assists Assistant Human Resources Director with Harassment Prevention and other needs.
25. Performs related duties as may be required or assigned.

## JOB SPECIFICATIONS:

### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of laws, rules, regulations, and policies/procedures concerning employee benefit programs, Worker's Compensation, Wisconsin retirement, Unemployment Insurance, and COBRA.

Knowledge of modern office practices and procedures.

Knowledge of computer hardware, software, and peripherals.

Ability to set up and maintain benefit modules in HRIS software.

Ability to establish and maintain effective relationships with government officials, union officials, employees and with the general public.

Ability to effectively communicate provisions of fringe benefit programs to County employees.

Ability to interpret legislation and regulations applying to Dodge County benefit programs.

Ability to analyze and exercise sound judgement in arriving at conclusions.

Tact and courtesy.

Thoroughness and dependability.

### EDUCATION AND EXPERIENCE

Associate Degree in Human Resource, with an emphasis in benefits and compensation or related field. Minimum of two (2) years of experience in employee benefit reporting experience. Advanced knowledge of Public Employee benefit and HRIS experience is preferred.

Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

|   |                                 |
|---|---------------------------------|
| <b>WORKING CONDITIONS:</b>  |                                 |
| Normal office environment.  |                                 |
| <b>PHYSICAL DEMANDS:</b>  |                                 |
| The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. |                                 |
| <b>ACKNOWLEDGEMENTS:</b>  | <b>FOR HUMAN RESOURCES USE:</b> |
| <b>EMPLOYEE SIGNATURE:</b>  | <b>ANALYST(S):</b>              |
| <b>DATE:</b>  | <b>DATE:</b>                    |
| <b>SUPERVISOR SIGNATURE:</b>  |                                 |
| <b>DATE:</b>  |                                 |
| The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).  |                                 |

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 16-27

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors create the following position in the Human Services and Health Department, effective January 1, 2017:

1. Create one new, full-time, benefited position of *Economic Support Specialist – Overpayment/Fraud Specialist*; and,

**WHEREAS**, a job description for the proposed position of *Economic Support Specialist – Overpayment/Fraud Specialist* has been marked for identification as Exhibit "A", has been attached hereto; and,

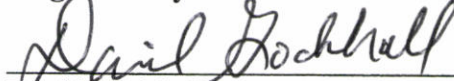
**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed position of *Economic Support Specialist – Overpayment/Fraud Specialist* during calendar year 2017;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following position in the Human Services and Health Department, effective January 1, 2017:

1. Creates one new, full-time, benefited position of *Economic Support Specialist – Overpayment/Fraud Specialist*.


All of which is respectfully submitted this 19th day of July, 2016.

**Dodge County Human Services and Health Board:**

  
David Godshall

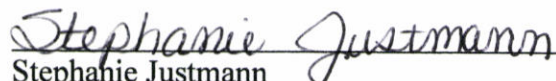
  
Becky Glewen

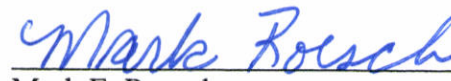
  
Michael Malloy

  
Mary J. Bobholz

  
Jeremy Bartsch

Lois Augustson

  
Stephanie Justmann

  
Mark E. Roesch

Gilbert Falkenthal



# Human Service and Health Department

## Personnel Requests for 2017

### Economic Support Specialist (ESS) – Overpayment Specialist in 2017

Just a brief history as it pertains to Economic Support. BU 5055

In 2012 all Wisconsin counties were mandated to join a consortia in the hopes of finding efficiencies financially and in workload. Dodge County partnered with Dane, Sauk, Columbia, Richland, Juneau and Adams County's to form the Capital Consortia. At that same time caseloads increased from approximately 561 cases per worker to approximately 654 cases per worker today. Along with the increase in caseloads, the ES staff were required to spend a minimum of 50% of their workday on the Consortia Call Center. This meant that staff now have half the amount of time to process approximately 30% more cases. It does not allow them the extra time needed to be able to dedicate time in the pursuit of frauds and the processing of overpayments.

Then in 2016 the **Department of Health Services (DHS) allocated additional funding to counties in order to cover a workload increase** resulting from their request for more time to be dedicated pursuing fraud and processing overpayments. According to the Office of Inspector General which operates the Fraud Program, that funding is expected to again increase in 2017. DHS and OIG have in turn asked the counties to report to them at the end of the year showing how this additional allocation was spent.

**This position** would be entirely dedicated to pursuing fraud referrals and processing overpayments which in turn then **generates revenue based on the amount of the processed overpayments.** Using statistics from the last year, Dodge County received approximately 8% in incentives from the overpayments that were processed.

This position is a 50/50 funded position with 50% coming from the Federal Government in an amount that is sum sufficient and the other 50% from Dodge County. The position would start out at the same level as an Economic Support Specialist – Lead Worker, which is at a Labor Grade 6 - \$20.51 per hour, due to the need to have a thorough knowledge of ES programs and policies in order to process the overpayments. The total expenditures for the position, including benefits, would be \$67,410.80. Dodge County's portion of the expense would be \$33,705 with the Federal match offsetting the other half of the cost. Based on the previous year's incentives and allocation we would receive enough to cover \$32,845 of this position leaving a difference of \$860.00. However, the goal is that with having one person fully dedicated to frauds and overpayments the incentive would be much more than the previous year and that this **position would fund itself.**

# DODGE COUNTY JOB DESCRIPTION

**WAGE RANGE: \$20.51 - \$28.13**

|                     |   |                     |                             |
|---------------------|---|---------------------|-----------------------------|
| <b>JOB TITLE:</b>   | Economic Support Specialist –<br>Overpayment/Fraud Specialist | <b>FLSA STATUS:</b> | Non-Exempt                  |
| <b>DEPARTMENT:</b>  | Human Services  | <b>REPORTS TO:</b>  | Supervisor – Human Services |
| <b>LOCATION:</b>    | Henry Dodge Office Building                                   | <b>DATE:</b>        | DRAFT                       |
| <b>LABOR GRADE:</b> | Dodge County Six (6)  | <b>REVISED:</b>     |                             |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, maintains highly advanced level of knowledge for all Economic Support programs and performs all duties associated with benefit recovery (overpayments) and/or fraud related to Medicaid, BadgerCare, Foodshare, and Child Care programs of assistance.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Accepts and screens fraud and overpayment referrals from Economic Support staff and Office of Inspector General as determined appropriate by the agency's error prone profile.
2. Completes front-end investigations by gathering all necessary information to complete overpayment calculations or Intentional Program Violations (IPV), requiring a high level understanding of state and federal regulations.
3. Completes investigative referrals to the Sheriff's Office as necessary. Accepts and analyzes investigative reports provided by the department.
4. Researches all related program policy to ensure accurate overpayment calculations.
5. Analyze, interpret, and reconstruct cases and information to format and organize data, often from various sources, in a meaningful manner.
6. Calculates overpayments using systems including CARES, CWW, KIDS, CCAP, ForwardHealth, CSAW, and ECF.
7. Maintains a high level of confidentiality with sensitive data and case information.
8. Makes all system entries to establish overpayment claims and compiles data for reporting and tracking purposes.
9. Responds to inquiries from customers regarding overpayment and collection notices, repayment agreements, and tax intercept clarification.
10. Testifies at Fair Hearings or other court proceedings when necessary regarding overpayment calculations.
11. Exercises leadership, trains ES staff on overpayment fraud policies and procedures, and assists in preparing for Fair Hearings to ensure accurate information is relayed to the Division of Hearing and Appeals. Provides technical assistance relative to proper case disposition based on investigative findings, county policy, state statute and federal regulations.
12. Investigate and report allegations of fraud, including utilizing data exchanges, social media, or interviews with clients, employers, landlords, neighbors, etc.
13. Required to attend on-going training, including refresher courses for experienced specialists as developed by the state.
14. Completes monthly time study.
15. Regular attendance and punctuality required.
16. Performs other related or specialized duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Advanced knowledge of Economic Support and Child Care programs, policies, procedures and requirements related to determining eligibility for all programs.

Working knowledge of computer applications, including Microsoft Office Suite, and all systems currently used by the State of Wisconsin in Economic Support and Child Care programs.

Ability to exercise considerable discretion and judgment when applying complex policies.

Ability to uphold strong sense of public responsibility, professional ethics, and continued attitude of learning.

Ability to deal with the clients and public in a tactful, confidential and professional manner.

Demonstrated ability to accurately gather and report facts.

Ability to calculate fraud overpayments with a high degree of accuracy and to prepare written and statistical reports.

Exceptional communication skills, both orally and in writing.

Must meet requirements of Dodge County Driver Qualification program.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, plus two (2) years education at accredited university, college, or junior college, OR three (3) years experience as Economic Support Specialist worker or similar experience. Equivalent combination of education and experience, which provides necessary knowledge, skills, and abilities, may be considered.

### WORKING CONDITIONS

Office and field working environment. Constant time pressure to comply with many state mandated deadlines. Constant work under distractions. Daily work in adverse interpersonal situations. Some travel may be required.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR SIGNATURE:**

**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**

**DATE:**



RESOLUTION NO. 16-28

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

**WHEREAS**, the Dodge County Board of Supervisors adopted the 2016 Dodge County Budget on November 10, 2015; and,

**WHEREAS**, due to events which have taken place and circumstances which have changed since the Dodge County Board of Supervisors adopted the 2016 Dodge County Budget, it is now necessary to change the amounts of some of the various appropriations that were stated in the 2016 Dodge County Budget at the time it was adopted; and,

**WHEREAS**, the Dodge County Finance Committee hereby recommends to the Dodge County Board of Supervisors, that the Dodge County Board of Supervisors authorize and direct the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2016 Dodge County Budget at the time it was adopted:

1. In the Human Services and Health Fund, as set forth in Exhibit "A", which has been attached hereto;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to change the amounts of those appropriations that were stated in the 2016 Dodge County Budget at the time it was adopted:

1. In the Human Services and Health Fund, as set forth in Exhibit "A", which has been attached hereto.

All of which is respectfully submitted this 19<sup>th</sup> day of July, 2016.

**Dodge County Human Services and Health Board:**

  
\_\_\_\_\_  
David Godshall

\_\_\_\_\_  
Lois Augustson

  
\_\_\_\_\_  
Becky Glewen

  
\_\_\_\_\_  
Stephanie Justmann

  
\_\_\_\_\_  
Michael Malloy

  
\_\_\_\_\_  
Mark E. Roesch

  
\_\_\_\_\_  
Mary J. Bobholz

\_\_\_\_\_  
Gilbert Falkenthal

  
\_\_\_\_\_  
Jeremy Bartsch



FISCAL NOTE:

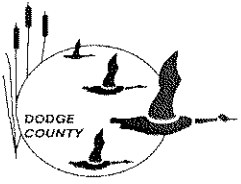
Is the referenced expenditure included in the adopted 2016 Budget? \_\_\_\_\_ Yes or   X   No

Fiscal Impact on the adopted 2016 Budget:

\$ \$245,000 increase in revenue and \$245,000 increase in expenditures \_\_\_\_\_

Fiscal Impact reviewed by the Dodge County Finance Committee on   7/12  , 2016.

  
\_\_\_\_\_  
David Frohling, Chairman  
Dodge County Finance Committee



Effective Date: 1/1/16

Date: 7/6/16

Department: Human Services and Health

For Finance Department use only

Doc# \_\_\_\_\_

Batch#

GL Date: \_\_\_\_\_

Subsequent to passage of the 2016 budget we have expanded contracting for the Comprehensive Community Services Program - see attached memo for further details.

[illegible]

Note the total Budget Adjustment must balance

## Explanation of July Budget Amendment Request for Comprehensive Community Services Program (Human Services)

- Prior to January 1, 2015, Dodge County Human Services and Health Department operated a Comprehensive Community Services (CCS) program for several years, certified by the WI Dept. of Health Services (DHS) under WI State Statute 36, and funded through Medical Assistance. Under this certification, the State reimbursed Dodge County approximately 60% of its costs to provide services, and the county was required to fund the additional 40% through local tax levy.
- In early 2014, DHS announced its plan to encourage counties to provide regionalized (multi-county) CCS services in an effort to increase enrollment and efficiency. WI DHS and the Center for Medicare and Medicaid Services (CMS) incentivized the idea of regionalization by offering counties 100% matching dollars, meaning that for qualified services provided by state-approved regions, the counties would no longer need to contribute any tax levy and would be reimbursed at 100% of their expenses for CCS services.
- Dodge County partnered with Washington, Ozaukee and Sheboygan County to apply for regional status, and was granted this regional extension of our existing CCS certification effective January 1, 2015. We are known as the Lakeshore Recovery Collaborative.
- This regionalization and increased funding has allowed participating counties in the state of WI to vastly increase their enrollment in CCS as well as array of external services and resources available to consumers through county providers and contracted agencies. Once an agency has received adequate CCS training and demonstrates the ability to follow all CCS and MA guidelines for service provision and documentation, the county is able to contract with these agencies for additional services to consumers, including skills training, in-home therapy, and other specialized therapies. This allows counties to reach more consumers and provide more services than would be possible using only existing county staff. The agencies agree upon a rate for services, then bill the counties for services provided, and in turn the counties bill MA through the CCS program and receive 100% reimbursement for these services.
- As this is a newer system and process for counties including Dodge, it was difficult to predict the expansion of services we would be able to achieve in both 2015 and 2016, therefore our budget for both expenses and revenues for CCS was much lower than we now know to be necessary. For this reason, we are requesting a budget amendment in the amount of \$245,000 on both the revenue and the expense side, to put us in line with projected spending and revenue for these services based on usage through May 2016. This additional funding and support has allowed us to double our enrollment in CCS services since January of 2015, from 34 consumers on January 1, 2015 to 67 consumers as of June 15, 2016. In addition, we are able to provide a more comprehensive variety of services through contracts with agencies such as: Lutheran Social Services, Foundations Counseling Center, Wisconsin Family Ties, Therapy Without Walls, and Community Care Programs, with opportunities for future growth moving forward.

Respectfully submitted,

Alyssa Schultz

Division Manager, Clinical and Family Services, Human Services and Health Department

# Human Service and Health Department

## Personnel Requests for 2016

### 1. ADR Specialist in 2016

A request is being submitted to hire an additional Aging and Disability Resource (ADR) Specialist in 2016 for a couple of reasons which are mentioned below. **This position would be fully funded utilizing provided allocations.** BU 5035

- A. Kris Schefft (the supervisor for the Aging and Disability Resource Center (ADRC)) and Sheila Drays (Division Manager for the Community Support Services Division) had a phone conference in May with two staff from the Department of Health Services. One of them is the Regional Quality Specialist who covers Dodge County and the other was the Fiscal Analyst from the Office for Resource Center Development (ORCD). The reason for the call was because they were reviewing county budgets and discovered that Dodge County has underspent the provided allocation by approximately \$196,000 for the last two years. They were concerned that allocations were not being fully utilized to pay for much needed additional staff and to grow ADRC programs. As both of us were somewhat new to our positions we were not aware of this underspending.

The ORCD realizes counties need funding to meet goals and mandated performance standards. The Dodge County annual allocation is \$570,733 and for the past three years the County has an **unspent allocation of \$196,972 in 2015 / \$196,379 in 2014 / \$130,896 in 2013.**

Federal dollars are claimed through time reporting. For Dodge County ADR Specialists their average draw with 100% time reporting is approximately 30-35%. Please see the chart below that was provided by Julie Schroeder – Fiscal Agent from ORCD. This chart gives some examples of what the Federal match would be based on the percent of time submitted by the ADRC staff on their time reports.

#### Examples of Federal Match dollars based on Time Reporting submitted by the ADRC staff

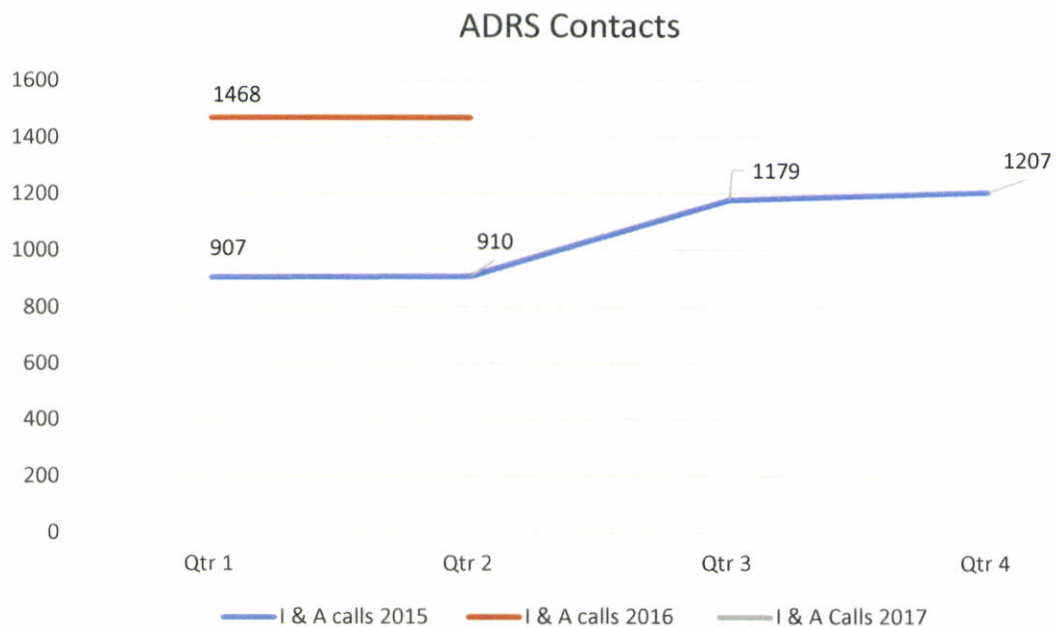
|            | GPR amount | FED amount | Total All Funds | FED Match Rate |
|------------|------------|------------|-----------------|----------------|
| (contract) | 570,733    | 222,000    | 792,733         | 28.0%          |
| 570,733    |            | 245,000    | 815,733         | 30.0%          |
| 570,733    |            | 268,000    | 838,733         | 32.0%          |
| 570,733    |            | 294,000    | 864,733         | 34.0%          |
| 570,733    |            | 321,000    | 891,733         | 36.0%          |
| 570,733    |            | 350,000    | 920,733         | 38.0%          |
| 570,733    |            | 380,000    | 950,733         | 40.0%          |

#### Explanation of chart:

If the state contract remains consistent at \$570,733 total available funding will increase based upon the 100% time reporting results. So for example a Federal match rate of 36% means the county would have a combined State/Federal total of \$891,733. With a 40% Federal match the combined total would increase to \$950,733.

- B. In 2016 there was an **increase in the overall work load** with contract requirement changes as well as increased call volume due to effective outreach. The ADRC is charged to do more than receive calls and provide resources. As shown by the figures below their call load is increasing. And with every contact, there is required follow up work.

|               |                     |
|---------------|---------------------|
| Jan-Mar 2015  | 907 total contacts  |
| Apr-June 2015 | 910 total contacts  |
| Jul-Sep 2015  | 1179 total contacts |
| Oct-Dec 2015  | 1207 total contacts |
| Jan- Mar 2016 | 1468 total contacts |



## 2. Customer Service/Support Specialist in 2016

A request is being submitted to add another Customer Service/Support Specialist position in 2016. BU 5086

Some background as to why this request came about.

In 2013 the Fiscal and Support Services Division combined staff that had previously been located at the County DF office, the Aging and Disability Resource Center in the Administration Building, and the Center Street office building to the new location at Henry Dodge. The Division consisted of nineteen Support Staff, three Supervisors, one Audit/Compliance Officer and one Division Manager.

In 2014 Dragon Voice Recognition software was introduced for all staff to use for transcribing purposes to make that process more efficient and less time consuming. Due to its implementation some Fiscal and Support Staff positions were eliminated which then led to restructuring of the Division. This restructuring brought the number of staff positions down to sixteen Support Staff, two Supervisors, one Audit/Compliance Officer and one Division Manager. Due to staff resignations and more restructuring in 2015, there are now thirteen Support Staff.

Therefore, from 2013 to 2015, this Division saw a reduction of six Support Staff and one Supervisor. During this time there has continued to be an increase in caseloads and along with that comes an increase in the associated workload. There has also been a need for higher paying staff to absorb some of the job duties that previously had been performed by Support Staff at lower paying positions. This in turn is taking those in the higher paying positions away from their much needed client time which means that county residents are not necessarily receiving the same amount of customer service as they have in the past.

This request is being presented to add one additional full time benefited, Customer Services/Support Specialist to alleviate some of this hardship and take on the workload of some of these job duties; freeing up the Social Workers to perform their job duties, helping the residents of Dodge County.

Cost for the position for the remainder of 2016 would be \$20,513.

## 3. Billing Specialist in 2016

The Billing Specialist will be the team leader for the Clinical Services medical billing team. This position will organize and schedule monthly billing and be responsible for generating accurate and timely bills for all clinical services. The position will also perform all month end procedures such as processing for a period, submission and resubmission of claims, creating batches, working with held claims and claims for group services, voids and adjustments. The billing specialist will work with general ledger postings related to the clinical billing. Additional responsibility will be to set up and maintain new insurance companies in the Netsmart/evolve software package, including medical coding and rate information. Additional responsibility related to Netsmart/evolve will be problem resolution and collaboration with department staff and other departments. This individual will provide guidance and instruction to two Account Clerk III members of the billing team and will make recommendations to the supervisor related to performance reviews and discipline and will assist in the hiring process. This position must be proficient in medical coding and insurance, Medical Assistance, Medicare and billing to individuals and working with the billing software package.

#### 4. Administrative Secretary in 2016

BU 4855 and 5086

The Administrative Secretary will replace the Human Services Supervisor – Administrative Support Services position. This position is being restructured and will revert back to the position of providing administrative support to the Department Director, the Division Managers and the Human Services and Health Board. Assists in preparation of Department budget material; prepares Departmental reports to the Board and community; prepares Board packets and agendas and assists Managers with administrative reports to the Director and Board. Prepares monthly respite/foster home/group home/residential payroll and processes payments and other financial work related to department programs. Answers routine questions from the community, staff and other departments when appropriate. Answers and screens telephone calls for Director and Fiscal Division Manager. Arranges Department staff and committee meetings and reserves appropriate meeting space. Arranges lodging for Director, Division Managers and Committee members during conferences/workshops. Assists the Director and Division Managers researching special projects. Provides assistance to Fiscal Division Manager with reports, data gathering and State fiscal reporting.

#### 5. Customer Service/Support Specialist in 2016

BU 4851

This would increase this .5 FTE position to a full-time position. See explanation under number 2 above. This position will be the second person at the reception desk in the Clinical Services area.

RESOLUTION NO. 16-29

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Human Services and Health Board has studied and analyzed staffing needs at the Dodge County Human Services and Health Department; and,

**WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board recommends that the Dodge County Board of Supervisors abolish the following positions in the Human Services and Health Department, effective August 1, 2016:

1. Abolish one vacant, funded, full-time, benefited position of *Human Services Supervisor – Administrative Support Services*; and,
2. Abolish one filled, funded, full-time, benefited position of *Account Clerk II*; and,

**WHEREAS**, as a result of these studies and analyses, the Human Services and Health Board also recommends that the Dodge County Board of Supervisors either create or increase the full-time equivalency of the following positions in the Human Services and Health Department, effective August 1, 2016:

1. Create one new, full-time, benefited position of *Aging and Disability Resource Specialist I, II, or III*;
2. Create one new, full-time, benefited position of *Customer Service/Support Specialist*;
3. Create one new, full-time, benefited position of *Billing Specialist*;
4. Create one new, full-time, benefited position of *Administrative Secretary*; and,
5. Increase one filled, funded, 0.5 full-time equivalent (FTE), benefited position of *Customer Service/Support Specialist* to full-time (1.0 FTE); and,

**WHEREAS**, a job description for each of the above-listed positions and either a job description or a DRAFT job description for each of the above-listed proposed positions has been marked for identification as Exhibit “A”, “B”, “C”, “D”, “E”, “F”, “G”, and “H”, respectively, and has been attached hereto; and,

**WHEREAS**, there are funds in the 2016 Budget of the Human Services and Health Department to fund the proposed positions of *Aging and Disability Resource Specialist I, II, or III*, *Customer Service/Support Specialist*, *Billing Specialist*, and *Administrative Secretary*, and to fund the proposed increase in the FTE of the position of *Customer Service/Support Specialist*, during the period of time commencing on August 1, 2016, and ending on December 31, 2016, both inclusive;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby abolishes the following positions in the Human Services and Health Department, effective August 1, 2016:



1. Abolishes one vacant, funded, full-time, benefited position of *Human Services Supervisor – Administrative Support Services*; and,
2. Abolishes one filled, funded, full-time, benefited position of *Account Clerk II*; and,

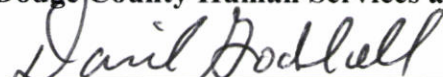
**BE IT FURTHER RESOLVED**, that the Dodge County Board of Supervisors hereby either creates or increases the full-time equivalency of the following positions in the Human Services and Health Department, effective August 1, 2016:


1. Creates one new, full-time, benefited position of *Aging and Disability Resource Specialist I, II, or III*;
2. Creates one new, full-time, benefited position of *Customer Service/Support Specialist*;
3. Creates one new, full-time, benefited position of *Billing Specialist*;
4. Creates one new, full-time, benefited position of *Administrative Secretary*; and,
5. Increases one filled, funded, 0.5 full-time equivalent (FTE), benefited position of *Customer Service/Support Specialist* to full-time (1.0 FTE); and,

**BE IT FINALLY RESOLVED**, that funds in the 2016 Budget of the Human Services and Health Department shall be used to fund the positions of *Aging and Disability Resource Specialist I, II, or III*, *Customer Service/Support Specialist*, *Billing Specialist*, and *Administrative Secretary*, and to fund the proposed increase in the FTE of the position of *Customer Service/Support Specialist*, during the period of time commencing on August 1, 2016, and ending on December 31, 2016, both inclusive.


All of which is respectfully submitted this 19th day of July, 2016.

**Dodge County Human Services and Health Board:**

  
David Godshall


  
Becky Glewen

  
Michael Malloy

  
Mary J. Bobholz

  
Jeremy Bartsch

Lois Augustson

  
Stephanie Justmann

  
Mark E. Roesch

Gilbert Falkenthal

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2016 Budget? \_\_\_\_ Yes or X No

Fiscal Impact on the adopted 2016 Budget:

\$ 26,499 Income 26,499 Exp  
Net 0

Fiscal Impact reviewed by the Dodge County Finance Committee on 7/12, 2016.

David Frohling

David Frohling, Chairman

Dodge County Finance Committee

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$24.36 - \$33.41**

|                     |   |                     |                  |
|---------------------|---|---------------------|------------------|
| <b>JOB TITLE:</b>   | HS Supervisor – Administrative Support Services | <b>FLSA STATUS:</b> | Exempt           |
| <b>DEPARTMENT:</b>  | Human Services and Health                       | <b>REPORTS TO:</b>  | Director         |
| <b>LOCATION:</b>    | Henry Dodge Office Building                     | <b>DATE:</b>        | 3/16/2010        |
| <b>LABOR GRADE:</b> | Dodge County Eight (8)                          | <b>REVISED:</b>     | 3/20/13; 6/24/15 |

## **OVERALL PURPOSE/SUMMARY**

Under the direction of the Director of Human Services and Health, provides confidential administrative/clerical/fiscal support to the Director and Division Managers and supervises Customer Service and Support staff, and coordinates services throughout the Department

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs administrative support duties as necessary for the Director of Human Services and Health and Department Division Managers.
2. Enters administrative reports, letters, etc. into computer/word processor for the Director, and Division Managers.
3. Provides administrative support to Human and Health Services Board, including taking minutes, preparing agendas, and coordinating/processing all necessary correspondence.
4. Updates/coordinates/maintains the Department Web-page with input from all areas of programming.
5. Assists with administering and processing confidential disciplinary matters and proceedings regarding Department personnel.
6. Maintains confidential files and other appropriate files as necessary.
7. Screens incoming mail for Director and Fiscal Division Manager.
8. Assists in preparation of Department budget material; prepares Departmental reports to the Board and community; prepares Board packets and agendas and assists Managers with administrative reports to the Director and Board.
9. Maintaining Department files focusing on auto insurance coverage, staff training status, and other necessary documentation.
10. Coordinates all aspects of training and regional events for the Department.
11. Responsible for the preparation and coordination of the Department's annual report.
12. Answers routine questions from the community, staff and other departments when appropriate.
13. Transcribes confidential material deemed necessary by Director or Division Managers.
14. Directly supervises all Customer Service and Support Specialists, assigns and reviews work, interviews and recommends hiring, and manages discipline of staff. Completes annual performance evaluations. Problem-solves and corrects any arising issues and concerns from entire Department as impacted by staff who report to assigned program work areas.
15. Responds to and manages any arising crises that come to the attention of front-line staff reports.
16. Maintains current operations manual detailing specific duties and procedures (including samples).
17. Assists the Director and Division Managers researching special projects.
18. Prepares various manuals/handbooks for Department policies, procedures, contracts, minutes and state memos.
19. Acts as back-up to other supervisory staff within the Fiscal division.
20. Prepares monthly respite/foster home/group home/residential payroll and processes payments and other financial work related to department programs; maintains and enters foster care rates for Treatment foster homes
21. Oversees and assists in auditing Dodge County licensed/certified child daycares that receive Wisconsin Shares payments.
22. Applies for and maintains credentialing for medical and clinical staff to assure compliance with Medicaid, Medicare and insurance providers to maximize reimbursements.
23. Assists in auditing Dodge County licensed/certified child daycares that receive Wisconsin Shares payments.
24. Responsible for monthly/regular Department fiscal/budget reports and vouchers including transportation for Care WI and other MCO's, and mealsite managers.
25. Completes payroll for all respite providers, group home providers, and foster homes.
26. State child welfare software security delegate for eWisacWis providing access to required staff and problem-solving issues with the state.
27. Regular attendance and punctuality required.
28. Performs related duties as may be required or assigned.

## **JOB SPECIFICATION**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain absolute confidentiality as a result of performing tasks within all Directors and Division Managers offices. Knowledge of supervisory practices and procedures including but not limited to planning, personnel supervision, program development and monitoring.

Working knowledge of office terminology, procedures and equipment.

Working knowledge of financial and statistical record keeping methods.

Knowledge of federal, state and local legislation regulating support programs.

Able to implement policies/directives of Human Services and Health Board and its Director.

Working knowledge of modern English grammar, punctuation, spelling, etc.

General knowledge of psychiatric and administrative terminology.

Skilled at dealing courteously and effectively with co-workers and general public.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Ability to handle high degree of responsibility and remain consistent in quality of work.

Ability to transcribe data.

Ability to communicate effectively with others.

Ability to utilize word processing and accounting software.

**EDUCATION AND EXPERIENCE**

Associate degree in Accounting or related field, five (5) years of progressively responsible experience in a relevant field, with at least two (2) years in a supervisory capacity. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**

Frequently needs to work under time pressure. Moderate work under distractions. Normal office environment.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

## DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

|                     |                             |                     |                                |
|---------------------|-----------------------------|---------------------|--------------------------------|
| <b>JOB TITLE:</b>   | Account Clerk II            | <b>FLSA STATUS:</b> | Non Exempt                     |
| <b>DEPARTMENT:</b>  | Human Services              | <b>REPORTS TO:</b>  | HS Supervisor - Fiscal Support |
| <b>LOCATION:</b>    | Henry Dodge Office Building | <b>DATE:</b>        | 8/1/00                         |
| <b>LABOR GRADE:</b> | Dodge County Three (3)      | <b>REVISED:</b>     | 3/22/13                        |

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Supervisor, responsible for performing billing functions for inpatient and outpatient areas as assigned.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs reception and switchboard duties and handles overflow calls.
2. Enters daily log data and runs related reports.
3. Enters payment and adjustment for each processing month.
4. Performs all month-end procedures, backups, and accounts receivable reports.
5. Runs HCFA forms for Medicare, Medical Assistance, and Insurance.
6. Runs private pay invoices and all other month-end reports/procedures as required.
7. Sorts HCFA forms and invoices per assigned alphabet section, proofs, submits to appropriate source, and files in patient file.
8. Receipts incoming cash/checks and codes to appropriate account.
9. Conducts financial interviews and updates with client/potential client.
10. Sets up new insurance company codes in computer if not already entered.
11. Answers questions from clients regarding financial interview process, accounts, collection procedures, HMO Health Insurance Plans, etc.
12. Prepares deposits as assigned.
13. Determines necessity for Medical Assistance prior authorization requests on Medical Assistance clients, initiates appropriate paperwork to involved therapist, and submits completed forms.
14. Performs follow-up work on client accounts.
15. Maintains client files in fiscal department.
16. Faxing of nurse documents.
17. Handle all paper work for the DDE-822 Forms for Nursing home Admissions in Dodge County.
18. Get all paper work for Patient Assistance Programs for Prescription drugs, distribute to client, fill out info for doctors/nurses, call drug company to get all extra information approved and then mail all documentation to drug company for approval.
19. Order refills through patient assistance programs when needed.
20. Pull nurse charts when needed.
21. Due miscellaneous tasks for nurses when needed.
22. Regular attendance and punctuality required
23. Performs related duties as may be required or assigned.

**JOB SPECIFICATION****KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accounting/billing procedures.  
 Knowledge of office methods and procedures.  
 Skilled at working accurately with numbers/calculations.  
 Skill in dealing with general public and coworkers.  
 Ability to accurately enter information into computer/word processor at rate equivalent to 50 wpm.  
 Ability to understand and carry out instructions.  
 Ability to maintain confidentiality.  
 Ability to communicate effectively.  
 Ability to consistently apply established policies and procedures.  
 Ability to proficiently operate calculators, personal computer equipment, copy machines, and other office equipment.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent, additional training/education in statistical reporting and/or computer interpretation, minimum of three (3) years office experience preferably in billing and accounts receivable. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**

Normal office environment.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

**FOR HUMAN RESOURCE USE**

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$18.59 - \$25.49

|                     |  |                     |   |
|---------------------|--|---------------------|---|
| <b>JOB TITLE:</b>   | Aging and Disability Resource Specialist - I   | <b>FLSA STATUS:</b> | Non-Exempt                                    |
| <b>DEPARTMENT:</b>  | Human Services and Health -ADRC/Aging Services | <b>REPORTS TO:</b>  | Human Services Supervisor-ADRC/Aging Services |
| <b>LOCATION:</b>    | Aging and Disability Resource Center           | <b>DATE:</b>        | 2/28/08                                       |
| <b>LABOR GRADE:</b> | Dodge County Five (5)                          | <b>REVISED:</b>     | 11/17/08, 3/21/13                             |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, provides frail elderly, adults with physical disabilities, mental illness and/or substance use disorders, and developmental disabilities with information and assistance, connections to resources, options counseling, and advocacy. For eligible target groups, determine eligibility for publicly funded long-term care programs.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide prompt, accurate and friendly response to requests for information on long term care options, resources (public and private) and services available to target groups and their representatives.
2. Make timely and appropriate referrals to programs within the ADRC as well as to outside organizations.
3. Provide counseling on long- term care options, including maximization of private resources.
4. Provide short-term case management.
5. Assist consumer in connecting with appropriate resources and services to meet their needs. Follow-up as needed to determine outcomes and to offer additional assistance.
6. Advocate or assist the consumer in self-advocacy for services.
7. Administer Department of Health Services (DHS) approved functional screen to determine functional eligibility for long-term support programs.
8. Assist consumers with Medicaid applications, including gathering needed information and documents.
9. Provide choice counseling related to managed care.
10. Connect consumers in crisis to emergency services by providing short term care coordination.
11. Provide outreach and information services to youth with disabilities/family caregivers as they transition into the adult long-term care system.
12. Link at-risk individuals with prevention and early intervention services.
13. Use the ADRC database and reporting system to document calls, create and maintain detailed case records, and produce reports.
14. Assist with development and upkeep of resource database.
15. Perform time reporting per Medicaid and DHS guidelines.
16. Market ADRC services and provide community education.
17. Attend training and staff meetings as required.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of physical, psychological and economic needs of target populations.
- Working knowledge of community resources and how to access services.
- Working knowledge of current social and economic problems and how they affect families/individuals.
- Working knowledge of law, regulations, and practices pertaining to federal and state programs.
- Working knowledge of economic support and health services and how resources may be made available to people in need.
- Ability to effectively communicate (orally and in writing), listen, assess and problem solve with clients.
- Ability to organize and plan work effectively.
- Ability to assist clients in effective personal planning and self advocacy.
- Ability to conduct comprehensive assessments for individuals with long-term care needs, including the functional screen.
- Ability to work with and communicate effectively with others.
- Must possess a valid driver's license and have access to an insured and reliable vehicle.
- Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

Bachelor of Arts or Science degree, preferably in a health or human services related field, and at least one (1) year of experience working with the target populations of the ADRC. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Must obtain DHS certification for administering functional screen within four months of employment and certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within one year of starting work in this position.

## WORKING CONDITIONS

Office and field working environment. Potential of work in adverse interpersonal situations.



|   |                                    |
|---|------------------------------------|
| <b>PHYSICAL DEMANDS</b>   |                                    |
| The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. |                                    |
| <b>ACKNOWLEDGEMENTS</b>   | <b>FOR HUMAN RESOURCE USE</b>      |
| <b>EMPLOYEE SIGNATURE:</b><br><b>DATE:</b><br><b>SUPERVISOR SIGNATURE:</b><br><b>DATE:</b>  | <b>ANALYST(S):</b><br><b>DATE:</b> |
| The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).  |                                    |

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$20.51 - \$28.13

|                     |  |                     |   |
|---------------------|--|---------------------|---|
| <b>JOB TITLE:</b>   | Aging and Disability Resource Specialist - II  | <b>FLSA STATUS:</b> | Non-Exempt                                    |
| <b>DEPARTMENT:</b>  | Human Services and Health -ADRC/Aging Services | <b>REPORTS TO:</b>  | Human Services Supervisor-ADRC/Aging Services |
| <b>LOCATION:</b>    | Aging and Disability Resource Center           | <b>DATE:</b>        | 2/28/08                                       |
| <b>LABOR GRADE:</b> | Dodge County Six (6)                           | <b>REVISED:</b>     | 11/17/08, 3/21/13                             |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, provides frail elderly, adults with physical disabilities, mental illness and/or substance use disorders, and developmental disabilities with information and assistance, connections to resources, options counseling, and advocacy. For eligible target groups, determine eligibility for publicly funded long-term care programs.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide prompt, accurate and friendly response to requests for information on long term care options, resources (public and private) and services available to target groups and their representatives.
2. Make timely and appropriate referrals to programs within the ADRC as well as to outside organizations.
3. Provide counseling on long- term care options, including maximization of private resources.
4. Provide short-term case management.
5. Assist consumer in connecting with appropriate resources and services to meet their needs. Follow-up as needed to determine outcomes and to offer additional assistance.
6. Advocate or assist the consumer in self-advocacy for services.
7. Administer Department of Health Services (DHS) approved functional screen to determine functional eligibility for long-term support programs.
8. Assist consumers with Medicaid applications, including gathering needed information and documents.
9. Provide choice counseling related to managed care.
10. Connect consumers in crisis to emergency services by providing short term care coordination.
11. Provide outreach and information services to youth with disabilities/family caregivers as they transition into the adult long-term care system.
12. Link at-risk individuals with prevention and early intervention services.
13. Use the ADRC database and reporting system to document calls, create and maintain detailed case records, and produce reports.
14. Assist with development and upkeep of resource database.
15. Perform time reporting per Medicaid and DHS guidelines.
16. Market ADRC services and provide community education.
17. Attend training and staff meetings as required.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of physical, psychological and economic needs of target populations.  
 Working knowledge of community resources and how to access services.  
 Working knowledge of current social and economic problems and how they affect families/individuals.  
 Working knowledge of law, regulations, and practices pertaining to federal and state programs.  
 Working knowledge of economic support and health services and how resources may be made available to people in need.  
 Ability to effectively communicate (orally and in writing), listen, assess and problem solve with clients.  
 Ability to organize and plan work effectively.  
 Ability to assist clients in effective personal planning and self advocacy.  
 Ability to conduct comprehensive assessments for individuals with long-term care needs, including the functional screen.  
 Ability to work with and communicate effectively with others.  
 Must possess a valid driver's license and have access to an insured and reliable vehicle.  
 Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

A Bachelor of Arts or Science degree, preferably in a health or human services related field, and at least three (3) years of experience working with the target populations of the ADRC and ten (10) days in-service training related to specific job responsibilities. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Must obtain DHS certification for administering functional screen within four months of employment and certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within one year of starting work in this position.



|   |                                    |
|---|------------------------------------|
| <b>WORKING CONDITIONS</b>   |                                    |
| Office and field working environment. Potential of work in adverse interpersonal situations.  |                                    |
| <b>PHYSICAL DEMANDS</b>   |                                    |
| The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. |                                    |
| <b>ACKNOWLEDGEMENTS</b>   | <b>FOR HUMAN RESOURCE USE</b>      |
| <b>EMPLOYEE SIGNATURE:</b><br><b>DATE:</b><br><b>SUPERVISOR SIGNATURE:</b><br><b>DATE:</b>  | <b>ANALYST(S):</b><br><b>DATE:</b> |
| The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).  |                                    |

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44 - \$30.77

|                     |  |                     |   |
|---------------------|--|---------------------|---|
| <b>JOB TITLE:</b>   | Aging and Disability Resource Specialist - III | <b>FLSA STATUS:</b> | Non-Exempt                                    |
| <b>DEPARTMENT:</b>  | Human Services and Health -ADRC/Aging Services | <b>REPORTS TO:</b>  | Human Services Supervisor-ADRC/Aging Services |
| <b>LOCATION:</b>    | Aging and Disability Resource Center           | <b>DATE:</b>        | 2/28/08                                       |
| <b>LABOR GRADE:</b> | Dodge County Seven (7)                         | <b>REVISED:</b>     | 11/17/08, 3/21/13                             |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor-ADRC/Aging Services, provides frail elderly, adults with physical disabilities, mental illness and/or substance use disorders, and developmental disabilities with information and assistance, connections to resources, options counseling, and advocacy. For eligible target groups, determine eligibility for publicly funded long-term care programs.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provide prompt, accurate and friendly response to requests for information on long term care options, resources (public and private) and services available to target groups and their representatives.
2. Make timely and appropriate referrals to programs within the ADRC as well as to outside organizations.
3. Provide counseling on long- term care options, including maximization of private resources.
4. Provide short-term case management.
5. Assist consumer in connecting with appropriate resources and services to meet their needs. Follow-up as needed to determine outcomes and to offer additional assistance.
6. Advocate or assist the consumer in self-advocacy for services.
7. Administer Department of Health Services (DHS) approved functional screen to determine functional eligibility for long-term support programs.
8. Assist consumers with Medicaid applications, including gathering needed information and documents.
9. Provide choice counseling related to managed care.
10. Connect consumers in crisis to emergency services by providing short term care coordination.
11. Provide outreach and information services to youth with disabilities/family caregivers as they transition into the adult long-term care system.
12. Link at-risk individuals with prevention and early intervention services.
13. Use the ADRC database and reporting system to document calls, create and maintain detailed case records, and produce reports.
14. Assist with development and upkeep of resource database.
15. Perform time reporting per Medicaid and DHS guidelines.
16. Market ADRC services and provide community education.
17. Attend training and staff meetings as required.
18. Regular attendance and punctuality required.
19. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of physical, psychological and economic needs of target populations.  
 Working knowledge of community resources and how to access services.  
 Working knowledge of current social and economic problems and how they affect families/individuals.  
 Working knowledge of law, regulations, and practices pertaining to federal and state programs.  
 Working knowledge of economic support and health services and how resources may be made available to people in need.  
 Ability to effectively communicate (orally and in writing), listen, assess and problem solve with clients.  
 Ability to organize and plan work effectively.  
 Ability to assist clients in effective personal planning and self advocacy.  
 Ability to conduct comprehensive assessments for individuals with long-term care needs, including the functional screen.  
 Ability to work with and communicate effectively with others.  
 Must possess a valid driver's license and have access to an insured and reliable vehicle.  
 Must meet requirements of Dodge County Driver Qualification Policy.

### EDUCATION AND EXPERIENCE

A Bachelor of Arts or Science degree, preferably in a health or human services related field, and at least seven (7) years of experience working with the target populations of the ADRC and twenty (20) days in-service training related to specific job responsibilities. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered. Must obtain DHS certification for administering functional screen within four months of employment and certification by the National Alliance of Information and Referral Systems (AIRS) as a Certified Information and Referral Specialist (CIRS or CIRS-A) within one year of starting work in this position.

|   |                                    |
|---|------------------------------------|
| <b>WORKING CONDITIONS</b>   |                                    |
| Office and field working environment. Potential of work in adverse interpersonal situations.  |                                    |
| <b>PHYSICAL DEMANDS</b>   |                                    |
| The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. |                                    |
| <b>ACKNOWLEDGEMENTS</b>   | <b>FOR HUMAN RESOURCE USE</b>      |
| <b>EMPLOYEE SIGNATURE:</b><br><b>DATE:</b><br><b>SUPERVISOR SIGNATURE:</b><br><b>DATE:</b>  | <b>ANALYST(S):</b><br><b>DATE:</b> |
| The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).  |                                    |

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: \$12.81 - \$17.57**

|                     |                                       |                     |                           |
|---------------------|---------------------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Customer Service / Support Specialist | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Human Services and Health             | <b>REPORTS TO:</b>  | Human Services Supervisor |
| <b>LOCATION:</b>    | Henry Dodge Office Building           | <b>DATE:</b>        | March 23, 1999            |
| <b>LABOR GRADE:</b> | Dodge County Two (2)                  | <b>REVISED:</b>     | 8/1/14; 8/18/15           |

## OVERALL PURPOSE/SUMMARY

Under the general direction of Human Services Supervisor, operates switchboard and performs clerical tasks of repetitive nature

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for fast and accurate operations of telephone switchboard at any assigned reception point. Volume can be heavy at times. Must be able to prioritize calls by need.
2. Communicate with staff and clients status of appointments, arrivals, cancellations, reschedules, no-shows, to help stay on schedule.
3. Receives telephone/TDD calls and gives information or directs inquiry to proper source of information or service.
4. Schedules appointments, enters them into computer and takes/relays messages for professional and support services staff and make appointment reminder calls for appointments.
7. Obtains accurate information during all situations in compassionate manner, referring as appropriate.
8. Coordinates calls between internal department and external providers including but not limited to Crisis Intake, law enforcement and hospital facilities, etc.
9. Assists clients in completing ID Sheets.
10. Provides professional and courteous face-to-face service to all clients appearing at reception points. This requires personal interaction to provide information, give directions, and answer questions.
11. Communicates transportation requirements with the ADRC and staff and check ride list for accuracy.
12. Ensures that HIPAA procedures are followed.
13. Prepares reminders for staff as needed, stating name, date, and time of scheduled appointment.
14. Routinely checks files and forwards expired papers to appropriate staff for follow up.
15. Contacts Medical Records and has appropriate chart delivered to psychiatrist office.
16. Maintains petty cash, stamps, and sunshine fund, and accurately reports disbursements.
17. Prepares/completes new room schedule and appointment books monthly.
18. Completes daily time logs and appointment books and distributes them daily.
19. Ensures emergency on-call roster is current and the information is communicated with the Sheriff's Department.
20. Maintains waiting room bulletin board and sorts magazines/newspapers retaining current issues.
21. Oversees lobby activity on all floors as assigned.
22. Maintains adequate supply of IDP folders for assessment if necessary depending on assignment.
23. Ensures lobby is tidy, reports any identified problems to supervisor.
24. While attending to operation of switchboard, performs word processing tasks on an as-needed, assigned basis.
25. Maintains organization and functionality of reception points including stock of necessary forms.
26. Regular attendance and punctuality required.
27. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of English grammar.  
 Skill in dealing courteously and effectively with general public and co-workers.  
 Ability to operate switchboard under heavy traffic load conditions.  
 Ability to work with variety of people with special problems such as physical/mental handicaps, chemically dependent etc.  
 Ability to maintain confidentiality.  
 Ability to professionally answer questions in clear and concise manner.  
 Ability to understand and effectively carry out instructions.  
 Ability to react quickly and calmly in crisis situations.

### EDUCATION AND EXPERIENCE

High school diploma or GED equivalent and a minimum of three (3) years of experience in an office setting with documented customer service experience with both phone and face-to-face interactions and demonstrated proficiency in computer keyboarding and computer software and applications. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

### WORKING CONDITIONS

Office working environment.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:  
 DATE:  
 SUPERVISOR SIGNATURE:  
 DATE:

### FOR HUMAN RESOURCE USE

ANALYST(S):  
 DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

# DODGE COUNTY JOB DESCRIPTION

**Wage Range: 20.51 - \$28.13**

|                     |                             |                     |                           |
|---------------------|-----------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Administrative Secretary    | <b>FLSA STATUS:</b> | Exempt                    |
| <b>DEPARTMENT:</b>  | Human Services and Health   | <b>REPORTS TO:</b>  | Division Manager          |
| <b>LOCATION:</b>    | Henry Dodge Office Building | <b>DATE:</b>        | 3/16/2010                 |
| <b>LABOR GRADE:</b> | Dodge County Six (6)        | <b>REVISED:</b>     | 3/20/13; 6/24/15; 6/28/16 |

## OVERALL PURPOSE/SUMMARY

Provides confidential administrative/clerical/fiscal support to the Director, Division Managers and Human Services Board, and coordinates services throughout the Department

## PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Performs administrative support duties as necessary for the Director of Human Services and Health and Department and Division Managers.
2. Enters administrative reports, letters, etc. into computer/word processor for the Director, and Division Managers.
3. Provides administrative support to Human and Health Services Board, Including taking minutes, preparing agendas, and coordinating/processing all necessary correspondence.
4. Assists with administering and processing confidential disciplinary matters and proceedings regarding Department personnel.
5. Maintains confidential files and other appropriate files as necessary.
6. Screens incoming mail for Director and Fiscal Division Manager.
7. Assists in preparation of Department budget material; prepares Departmental reports to the Board and community; prepares Board packets and agendas and assists Managers with administrative reports to the Director and Board.
8. Maintaining Department files focusing on auto insurance coverage, staff training status, and other necessary documentation.
9. Responsible for the preparation and coordination of the Department's annual report.
10. Answers routine questions from the community, staff and other departments when appropriate.
11. Transcribes confidential material deemed necessary by Director or Division Managers.
12. Maintains current operations manual detailing specific duties and procedures (including samples).
13. Assists the Director and Division Managers researching special projects.
14. Prepares various manuals/handbooks for Department policies, procedures, contracts, minutes and state memos.
15. Prepares monthly respite/foster home/group home/residential payroll and processes payments and other financial work related to department programs; maintains and enters foster care rates for Treatment foster homes
16. State child welfare software security delegate for eWisacWis providing access to required staff and problem-solving issues with the state.
17. Regular attendance and punctuality required.
18. Performs related duties as may be required or assigned.

## JOB SPECIFICATION

### KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain absolute confidentiality as a result of performing tasks within all Directors and Division Managers offices.

Knowledge of supervisory practices and procedures including but not limited to planning, personnel supervision, program development and monitoring.

Working knowledge of office terminology, procedures and equipment.

Working knowledge of financial and statistical record keeping methods.

Knowledge of federal, state and local legislation regulating support programs.

Able to implement policies/directives of Human Services and Health Board and its Director.

Working knowledge of modern English grammar, punctuation, spelling, etc.

General knowledge of psychiatric and administrative terminology.

Skilled at dealing courteously and effectively with co-workers and general public.

Ability to handle high degree of responsibility and remain consistent in quality of work.

Ability to transcribe data.

Ability to communicate effectively with others.

Ability to utilize word processing and accounting software.

### EDUCATION AND EXPERIENCE

Associate degree in Accounting or related field, five (5) years of progressively responsible experience in a relevant field, with at least two (2) years in a supervisory capacity. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

### WORKING CONDITIONS

Frequently needs to work under time pressure. Moderate work under distractions. Normal office environment.

### PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### ACKNOWLEDGEMENTS

**EMPLOYEE SIGNATURE:**  
**DATE:**  
**SUPERVISOR SIGNATURE:**  
**DATE:**

### FOR HUMAN RESOURCE USE

**ANALYST(S):**  
**DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**"EXHIBIT G"**

|                     |                                   |                     |                                  |
|---------------------|-----------------------------------|---------------------|----------------------------------|
| <b>JOB TITLE:</b>   | <b>Medical Billing Specialist</b> | <b>FLSA STATUS:</b> | Non Exempt                       |
| <b>DEPARTMENT:</b>  | Human Services & Health           | <b>REPORTS TO:</b>  | HS Supervisor - Fiscal & Support |
| <b>LOCATION:</b>    | Henry Dodge Office Building       | <b>DATE:</b>        | DRAFT                            |
| <b>LABOR GRADE:</b> | Dodge County Four (4)             | <b>REVISED:</b>     |                                  |

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Human Services Fiscal Supervisor, this position is responsible as the team leader of the clinical billing team. This position will organize and establish the monthly billing schedule and be responsible for generating accurate and timely bills for all clinical services. This position will also perform all month end procedures with billing software (processing for a period and submission and resubmission of claims, creating batches, working with held claims, claims for group services, voids and adjustments)

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Organize, schedule and maintain monthly electronic billing process.
2. Perform all month end procedures with billing software (processing for a period and submission and resubmission of claims, creating batches, working with held claims, claims for group services, voids and adjustments).
3. Determine and perform month end close in software system, work with associated postings and other financial work.
4. Trains and reviews the work of Account Clerk III(s) in Clinical Services billing. Monitors progress, checks quality and completeness of work, and informs supervisor on regular basis of status of their work.
5. Primary responsible staff member for processing payments received from insurance companies/Medicaid/Medicare and self-pa.
6. Set up and maintain new insurance companies in the billing software package (including medical coding and rate information).
7. Provide problem resolution related to billing process; collaborate with others in problem resolution including department management and other departments.
8. Answer questions from clients regarding financial interview process, accounts, collection procedures, HMO Health Insurance Plans, etc.
9. Ensure appropriate prior authorizations are obtained as necessary, are documented in billing software system and resolve associated problems.
10. Work with other payments and adjustments; prepare statements as necessary for other programs.
11. Review aging of accounts and work with Corporation Counsel as necessary for tax intercept collection.
12. Prepare monthly reports for Division managers and others.
13. Maintains client financial files.
14. Enter cash log and deposit finalization weekly.
15. Monitor client closings and associated financial work.
16. Prepare statements for old inpatient accounts; prepare Birth to Three statements and send both to consumers monthly.
17. Balance credit card receipts (Minicipay) weekly and send reports to treasurer.
18. Retrieve all faxes off the fax machine and place in appropriate mail boxes.
19. Backup for financial interviews with clients.
20. Perform backup to reception and switchboard duties and may handle overflow calls.
21. Regular attendance and punctuality required.
22. Perform related duties as may be required or assigned.

**JOB SPECIFICATION****KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of Accounting/Billing procedures.  
 Knowledge of Medical Billing codes, terminology and processes.  
 Knowledge of office methods and procedures.  
 Proficient skills in working accurately with statistical and financial data.  
 Excellent inter-personal skills.  
 Excellent problem resolution skills.  
 Ability to prioritize tasks and manage high volume workload.  
 Ability to consistently apply established policies and procedures.  
 Ability to proficiently operate calculator, computer, copy machine, and other office equipment.  
 Ability to assist in computer applications and develop and modify spreadsheets  
 Ability to understand and effectively carryout instructions.  
 Ability to communicate effectively.  
 Ability to maintain confidentiality.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent, with minimum of one to two (1-2) years training/education in finance, accounting, medical billing or related field, minimum of five (5) years of experience in medical billing. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

|   |                                    |
|---|------------------------------------|
| <b>WORKING CONDITIONS</b>   |                                    |
| Normal office environment   |                                    |
| <b>PHYSICAL DEMANDS</b>   |                                    |
| The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. |                                    |
| <b>ACKNOWLEDGEMENTS</b>   | <b>FOR HUMAN RESOURCE USE</b>      |
| <b>EMPLOYEE SIGNATURE:</b><br><b>DATE:</b><br><b>SUPERVISOR SIGNATURE:</b><br><b>DATE:</b>  | <b>ANALYST(S):</b><br><b>DATE:</b> |
| The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).  |                                    |



RESOLUTION NO. 16-30

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, Gerald Adelmeyer, a member of the Dodge County Board of Supervisors, passed away on June 29, 2016; and,

**WHEREAS**, Gerald Adelmeyer represented the citizens of Supervisory District No. 25 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 17, 1990, to April 17, 2012; and,

**WHEREAS**, Gerald Adelmeyer represented the citizens of Supervisory District No. 12 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 17, 2012, to June 29, 2016; and,

**WHEREAS**, during those 26 years, Gerald Adelmeyer served as a member of various Committees of the Board of Supervisors, and more particularly:

|             |                                       |
|-------------|---------------------------------------|
| 1990 – 1991 | Commission on Aging and Public Health |
| 1990 – 1995 | Park Commission                       |
| 1990 – 1991 | Waste Facility Contract               |
| 1992 – 2008 | Agriculture and Extension             |
| 1992 – 2016 | Land Conservation                     |
| 1996 – 1999 | Audit                                 |
| 1998 – 2001 | Insurance, Inventory and Purchasing   |
| 2000 – 2003 | Local Emergency Planning              |
| 2002 – 2003 | Land Information                      |
| 2002 – 2003 | Law Enforcement                       |
| 2004 – 2016 | Finance                               |
| 2009 – 2015 | UW – Extension Education              |
| 2016        | Audit                                 |

**WHEREAS**, during all the time Gerald Adelmeyer served Dodge County, he approached his duties in a concerned, conscientious, and effective manner;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that we, the Dodge County Board of Supervisors, in regular session assembled, do hereby extend our sympathies to the bereaved relatives and friends of Gerald Adelmeyer, and make this testimony that the deceased completed a life of great honor and value in the service of his community and country; and,

**BE IT FINALLY RESOLVED**, that a copy of this Resolution be entered into the official records of the Dodge County Board of Supervisors and that this Resolution be forwarded to the bereaved relatives and friends of Gerald Adelmeyer.

All of which is respectfully submitted this 19th day of July, 2016.

Russell Kotthe  
David Fuhling

Dennis R. Schmidt  
Jeffrey Kline  
Miguel Miller  
Quinn Miller

Maury J. Robinson  
D. B.

Stephanie Justmann  
Rebecca Gleason

Mark Roach

Michael Malley

Jeff Bennis

Ed Nelson

David Johnson

William T. Muche

Cathy A. Houghton

Larry D. Houghton

Allen Beal

Thomas J. Schaefer

Van Hilbert

Elmer W. Besten

Larry M. Roach

John C. Allen

Wayne M. Utter

RESOLUTION NO. 16-31  
PROPOSED SPEED ZONE DECLARATION  
ON COUNTY TRUNK HIGHWAY SYSTEM

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, the Dodge County Board of Supervisors on November 12, 1953 adopted Resolution No. 10 and on April 20, 1954 adopted Amendment No. 1 to Resolution No. 10 which created the original speed zones on the County Trunk Highway System, and

WHEREAS, previous County Boards have from time to time created additional or amended existing speed zones on the County Trunk Highway System, and

WHEREAS, it is the opinion of the Highway Committee that an amendment to an existing speed zone declaration should be made.

THEREFORE BE IT RESOLVED, the Dodge County Board of Supervisors regularly assembled does hereby repeal the following described speed zone declaration:

CTH B in Sections 19 and 20 in the Town of Burnett, 45 MPH commencing 528 feet east of the intersection of CTH "I" & CTH "B", then west 0.5 mile.

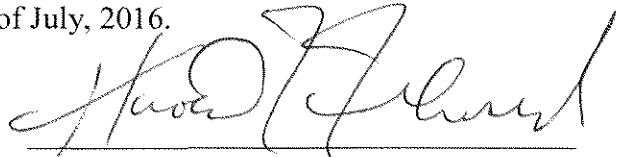
THEREFORE BE IT FURTHER RESOLVED, the Dodge County Board of Supervisors does hereby adopt the following described speed zone declaration:

CTH B in Sections 19 and 20 in the Town of Burnett, 45 MPH from a point 0.10 miles east of the centerline of CTH I, to a point 0.66 miles west.

THEREFORE BE IT FURTHER RESOLVED, the Dodge County Highway Commission is hereby authorized and directed to erect the proper signs as per Section 349.11(5) of the Wisconsin Statutes and the same be charged to the Marking and Signing Account of the maintenance of the County Trunk Highway System.

All of which is respectfully submitted.

Dated at Juneau, Wisconsin, this 19th day of July, 2016.



Harold J. Johnson - Chairman

Vote on Foregoing Resolution


Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_

William T. Muche - Vice Chairman

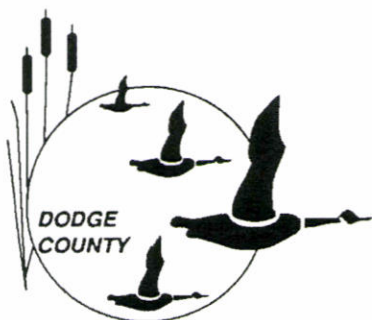
  
Jeffrey Caine - Secretary  
Jeff Berres

RESOLUTION

COUNTY CLERK

  
Ed Nelson

DODGE COUNTY HIGHWAY  
COMMITTEE



ADMINISTRATION DEPARTMENT

---

*JAMES MIELKE, COUNTY ADMINISTRATOR*

---

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: Dodge County Supervisors  
From: Jim Mielke, County Administrator  
Date: July 11, 2016

**Re: Human Service & Health Director Appointment**

In consultation with the interview team and members of the Human Service & Health Board, I have offered the Human Service & Health Director position to Becky Bell. I am pleased to announce Becky has accepted the offer subject to County Board confirmation. A Resolution seeking confirmation of the appointment is attached. Becky's first day as Director is tentatively scheduled for Monday August 15<sup>th</sup>.

Work Experience and Education: Becky is currently the Deputy Director, Fond du Lac County Department of Community Programs. She has been employed by Fond du Lac County since March 2006. Prior to 2006, Becky was employed by Waushara County in Adult/Child Protective Services; Crisis Intervention Social Worker.

Becky holds a Bachelors Degree from the University of Wisconsin – Stout and a Master's Degree from the University of Wisconsin – Madison, School of Social Work – MSSW Program, with a concentration on Aging, Health and Disability. She is a licensed Clinical Social Worker.

I am requesting your support in confirming the appointment of Becky Bell as the Director of the Dodge County Human Service & Health Department.

RESOLUTION NO. 16-32

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS:

**WHEREAS**, on July 7, 2016, James Mielke, Dodge County Administrator, appointed Rebecca Bell to the full-time, benefited position of *Director of Human Services and Health*, effective August 15, 2016, at Step 2 of Labor Grade 16 of the Dodge County Wage Schedule at a beginning annual salary equivalent to \$45.85 per hour, and, in addition, fringe benefits as approved by the Dodge County Human Resources and Labor Negotiations Committee, including 15 days of paid vacation immediately upon employment; and,

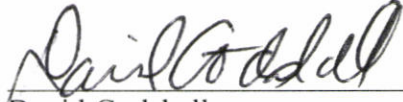
**WHEREAS**, James Mielke and the Dodge County Human Services and Health Board request the Dodge County Board of Supervisors to confirm this appointment;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby confirms the appointment of Rebecca Bell to the full-time, benefited position of *Director of Human Services and Health*, effective August 15, 2016, at Step 2 of Labor Grade 16 of the Dodge County Wage Schedule at a beginning annual salary equivalent to \$45.85 per hour, and, in addition, fringe benefits as approved by the Dodge County Human Resources and Labor Negotiations Committee, including 15 days of paid vacation immediately upon employment.



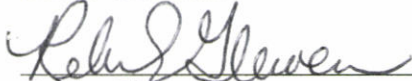
All of which is respectfully submitted this 19th day of July, 2016.

**Dodge County Human Services and Health Board:**

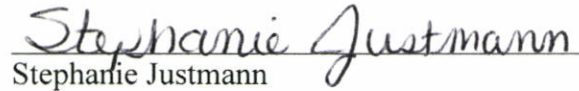


David Godshall

Lois Augustson



Becky Glewen



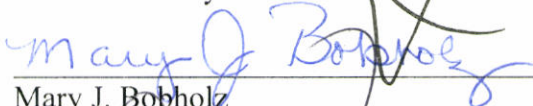
Stephanie Justmann



Michael Malloy



Mark E. Roesch



Mary J. Bobholz

Gilbert Falkenthal



Jeremy Bartsch

# Dodge County Land Resources and Parks Department

Administration Building  
127 East Oak Street Juneau, WI 53039

---

DATE: July 12, 2016  
TO: Supervisors, Dodge County Board of Supervisors  
FROM: Joyce A. Fiacco, Director Land Resources and Parks  
  
SUBJECT: County Board Resolution 16-33  
Abolish Property Listing Specialist position;  
Create Land Information Systems (LIS) Specialist position

The Land Resources and Parks Department has studied and analyzed the Department's operational, technological, and staffing needs. It has been determined that those needs would be better met by abolishing the Property Listing Specialist position and creating a more encompassing position of Land Information Systems (LIS) Specialist in the Property Description Office.

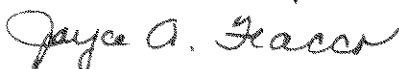
The intent of this resolution is to better define the altered responsibilities and duties necessitated by significant changes experienced due to:

- Implementation and use of new Land Information Management System software;
- Resulting integrated work and data flows between land-related offices and departments (including Treasurer and Register of Deeds, WI Department of Revenue);
- Support of the address management system;
- GIS support of Dodge County Sheriff's Office Communications Center;
- Response to reduced staffing levels given no request was made to refill the Property Listing Assistant position following retirement of a long-term employee.

This position plays a critical role in the accurate maintenance, tracking and provision of real estate and personal property ownership and assessment records, without which, accurate tax bills could not be generated, delivered and taxes due collected to support multiple County, municipal and State operations.

The needs of the Land Resources and Parks Department can best be met with the abolishment of the Property Listing Specialist position and creation of the Land Information Systems (LIS) Specialist position in the Property Description Office. Thank you for your consideration of this change to the Land Resources and Parks Department's organizational structure. Please contact me at (920) 386-3960 with any questions you might have regarding this resolution.

Respectfully,



Joyce A. Fiacco  
Director Land Resources and Parks  
Dodge County Land Information Officer

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN  
MEMBERS,

WHEREAS, the Dodge County Land Information Committee has studied and analyzed the personnel needs of the Land Information Division of the Dodge County Land Resources and Parks Department; and,

WHEREAS, as a result of this study and analysis, the Land Information Committee has formed the following considered conclusions:

- A. That one full-time, filled, funded, benefited position of *Property Listing Specialist* in the Land Information Division of the Land Resources and Parks Department should be abolished because it no longer fulfills the needs of the Department, effective July 20, 2016; and,
- B. That one new, full-time, benefited position of *LIS Specialist (Land Information Systems Specialist)* in the Land Information Division of the Land Resources and Parks Department should be established to better meet Department needs, effective July 20, 2016; and,

WHEREAS, job descriptions for the position of *Property Listing Specialist* and for the proposed position of *LIS Specialist (Land Information Systems Specialist)* have been marked for identification as Exhibits "A" and "B" respectively, and have been attached hereto; and,

WHEREAS, it is the responsibility of the Dodge County Human Resources and Labor Negotiations Committee to establish the salary rate for the proposed new full-time, benefited position of *LIS Specialist*; and,

WHEREAS, it is reasonably anticipated that there will be monies in the 2016 Budget of the Land Resources and Parks Department sufficient to fund the proposed position of *LIS Specialist (Land Information Systems Specialist)* for the remainder of the calendar year of 2016;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

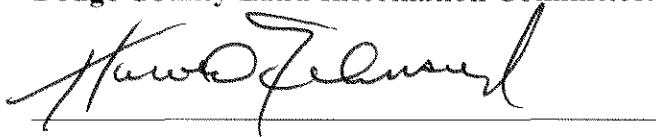
- A. Abolishes one full-time, filled, funded, benefited position of *Property Listing Specialist* in the Land Information Division of the Dodge County Land Resources and Parks Department, effective July 20, 2016; and,
- B. Creates one new full-time, benefited position of *LIS Specialist (Land Information Systems Specialist)* in the Land Information Division of the Dodge County Land Resources and Parks Department, effective July 20, 2016; and,

BE IT FURTHER RESOLVED, that the Dodge County Human Resources and Labor Negotiations Committee shall establish the salary rate for the position of *LIS Specialist (Land Information Systems Specialist)*; and,

BE IT FINALLY RESOLVED, that monies from the 2016 Budget of the Dodge County Land Resources and Parks Department shall be used to fund the new, full-time, benefited position of *LIS Specialist (Land Information Systems Specialist)* for the remainder of the calendar year of 2016.

All of which is respectfully submitted this 19th day of July, 2016.

**Dodge County Land Information Committee:**



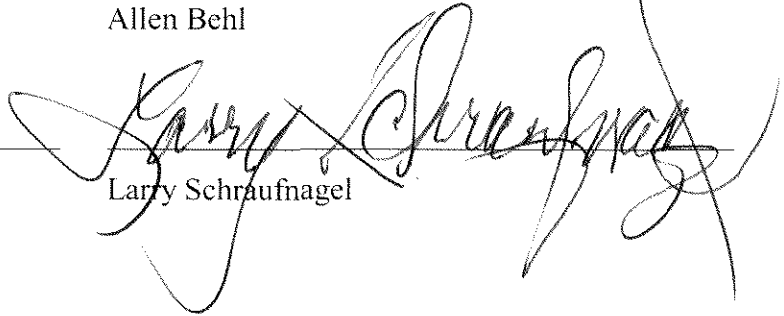
Harold Johnson



Allen Behl



Becky Glewen



Larry Schraufnagel

Wayne Uttke

**FISCAL NOTE:**

Is the referenced expenditure included in the adopted 2016 Budget? \_\_\_\_ Yes or X No

Fiscal Impact on the adopted 2016 Budget:

\$928.00

Fiscal Impact reviewed by the Dodge County Finance Committee on 7/12, 2016



David Frohling, Chairman  
Dodge County Finance Committee

**DODGE COUNTY JOB DESCRIPTION DRAFT****Wage Rate: \$20.51 to \$28.13**

|                     |   |                     |               |
|---------------------|---|---------------------|---------------|
| <b>JOB TITLE:</b>   | Land Information Systems (LIS) Specialist | <b>FLSA STATUS:</b> | Non Exempt    |
| <b>DEPARTMENT:</b>  | Land Resources and Parks                  | <b>REPORTS TO:</b>  | Director      |
| <b>LOCATION:</b>    | Administration Building                   | <b>DATE:</b>        | July 11, 2016 |
| <b>LABOR GRADE:</b> | Dodge County Labor Grade Six (6)          | <b>REVISED:</b>     | <b>DRAFT</b>  |

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director—Land Resources and Parks (Land Information Division Manager), maintains property ownership and Dodge County assessment records, provides reports and information to support the local assessment process, and provides assistance and information to state, county, municipal and professional entities, and the general public. Supports addressing management system, parcel mapping updates and Dodge County Sheriff's Office (DCSO) Communications Center.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Analyzes, interprets and processes all necessary legal documents to maintain current real property ownership records.
- Notifies attorneys, abstractors, and other professionals of errors and discrepancies discovered.
- Drafts or corrects abbreviated tax descriptions for assessment and tax records.
- Assists the general public, county officials, land records professionals and others with research and information for resolution of property-related problems, questions and miscellaneous inquiries.
- Downloads assessment and revaluation figures from information provided by municipal assessors.
- Reviews Certified Survey Maps and Plats submitted for approval and consults with private surveyors and survey/mapping staff to ensure accuracy and resolve issues, including use of CAD software to verify location with PLSS and orthoimagery.
- Responsible for coordinating work schedule with local assessors regarding Open Book and Board of Review process.
- Responsible for processing and delivery of State Assessed Manufacturing data to appropriate jurisdictions.
- Assists attorneys, abstractors, other professionals, and general public in usage of the on-line Land Information Search Tool (LIST) and GIS Web Map Tool for self-directed acquisition of land records data.
- Updates Electronic Real Estate Transfer Return information on WIDOR website.
- Consults with Senior Land Information Specialist regarding daily/seasonal workload, prioritization of activities, and in the development, standardization, enhancement or change in office procedures, practices, or projects.
- Maps updates to tax parcels as parcel splits/combinations are created by Sr. Land Information Specialist; posts for integration into countywide parcel map using CAD software deployed in the County, assists in conversion from CAD to GIS format for publication.
- Assist in maintenance of Address Management System, including assignment of new addresses, and responsible for mapping of those locations into the point address data layer in GIS to ensure continuity of this vital function for delivery of services.
- Generates and maintains metadata describing databases.
- Develops documentation of data automation and conversion processes and procedures in concise, understandable manner.
- Utilizing GIS and Dodge County Sheriff's Office (DCSO) Communications Center software, assist in development, maintenance, backup, and delivery of GIS data component (spatial and tabular) into that system.
- Utilizing ArcGIS software, perform complex data conversion and integration, geographic data entry, data interpretation and reporting, and map generation as requested to support property listing office.
- Using applicable ESRI programming tools, develop and deploy software program enhancements to implement new applications within the GIS environment to automate procedures for the user community
- Provides general GIS/LIS technical support, application training and develop documentation for County GIS/LIS system users.
- Develop and maintain documentation for web-based tools to assist casual users of the system.
- Assist with research, evaluation, and deployment of hardware and software upgrades and new information technologies.
- Work cooperatively on GIS and GIS-related projects and fill data requests as assigned.
- Assist in design, development and implementation of imaging projects for archival, retrieval and integration into GIS/LIS.
- Attend training, seminars, workshops, conferences and meetings as requested by supervisor to stay current and provide reports when requested.
- Regular attendance and punctuality required.
- Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of state laws, practices and regulations governing property assessment.

Considerable knowledge of terminology used in real estate documents affecting ownership, assessment, and property location.

Considerable knowledge of the processes and terminology used in real estate, personal property assessment and tax rolls.

Thorough knowledge of proper legal documentation, recording and filing.

Intermediate knowledge of surveying laws, regulations, and terminology.

Ability to read and interpret complex legal descriptions.

Ability to perform complex research of historical documents and archives on real property.

Knowledge of and working experience with cartographic and survey related concepts and techniques including a thorough understanding of the Public Land Survey System (PLSS).

Considerable knowledge and understanding of current GIS database concepts and techniques.

Considerable knowledge of and working experience with current GIS applications including ERSI ArcGIS ArcInfo, extensions, and ArcServer.

Considerable knowledge and understanding of relational database concepts as they relate to GIS.

Working knowledge and demonstrated understanding of GIS database-derived information and data analysis.

Knowledge of and experience with programming languages and application software to support internet and web-based application development and maintenance such as ArcGIS On-Line.

Basic knowledge of CAD software (Autodesk preferred) and willingness to develop skill in its use.

Experience with integrated Records Management Systems.

Knowledge of and experience with large-format plotters and scanners.

Knowledge of and working experience with digital orthophotography and aerial photo interpretation.

Ability to set goals and objectives, meet project completion dates, and establish methods of completion.

Ability to work independently and manage/document multiple work assignments with minimal supervision.

Ability to gather information and clearly and concisely communicate information and ideas in written documents such as procedure manuals, user instructions, reports, business correspondence, and emails.

Ability to communicate effectively to persons having varying degrees of understanding of subject matter using verbal and written communication skills.

Considerable working experience with and knowledge of Microsoft Office (Word/Excel/Access) and operating systems.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Ability to maintain accurate and complete records.

Ability to accurately and efficiently enter information in to computer programs used by the Department and County.

Ability to analyze/synthesize/compile information into understandable reports for use in decision making.

Thorough knowledge in use of on-line applications developed to assist users to self-acquire real property data (e.g., Land Information Search Tool and GIS Web Mapping tool).

Ability to establish and maintain effective public and working relationships, at times working with difficult or hostile individuals with tact and courtesy.

Ability to communicate and deal effectively with Department and County employees, community officials, land records professionals and general public.

Ability to treat matters confidentially.

Willingness to upgrade professional education through attendance at seminars or other available programs.

Must meet requirements of Dodge County Driver Qualification Program.

**EDUCATION AND EXPERIENCE**

Four (4) year Bachelor's Degree in GIS/LIS, Geography or a related field including advanced GIS course work. Minimum of two (2) years working experience in assessment, title and abstract, land surveying, property listing office in government setting and GIS database development, analysis and output using ESRI software products, specifically utilizing versions of ArcGIS, ArcGIS Spatial Analyst and ArcGIS On-Line currently used by the Land Resources and Parks Department. Experience with Autodesk Map 3D and ESRI ArcGIS Server preferred. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

**WORKING CONDITIONS**

Office working environment.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.



**DODGE COUNTY JOB DESCRIPTION****Wage Rate: \$18.59 to \$25.49**

|                     |                             |                     |                           |
|---------------------|-----------------------------|---------------------|---------------------------|
| <b>JOB TITLE:</b>   | Property Listing Specialist | <b>FLSA STATUS:</b> | Non Exempt                |
| <b>DEPARTMENT:</b>  | Land Resources and Parks    | <b>REPORTS TO:</b>  | Director                  |
| <b>LOCATION:</b>    | Administration Building     | <b>DATE:</b>        | August 19, 1999           |
| <b>LABOR GRADE:</b> | Dodge County Five (5)       | <b>REVISED:</b>     | 4/11/06; 7/25/08; 4/17/14 |

**OVERALL PURPOSE/SUMMARY**

Under the general direction of Director—Land Resources and Parks (Land Information Division Manager), maintains property ownership and Dodge County assessment records, provides reports and information to support the local assessment process, and provides assistance and information to state, county, municipal and professional entities, and the general public.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Analyzes, interprets and processes all necessary legal documents, entering changes into office records.
2. Consults with, takes direction from, and provides Senior Land Information Specialist information and recommendations regarding daily/seasonal workload, prioritization of activities, and in the development, standardization, enhancement or change in office procedures, practices, or projects including change requests to AS400 computer program supporting Assessment and Personal Property Program and internal procedures and programming changes mandated by the Wisconsin Department of Revenue (WIDOR).
3. Notifies and assists attorneys, abstractors, and other professionals through written and/or electronic correspondence when errors and discrepancies are discovered in legal documents.
4. Drafts or corrects abbreviated tax descriptions for assessment and tax records.
5. Maintains current real property ownership records in assessment database.
6. Assists the general public, county officials, land records professionals and others with resolution of property-related problems, questions and miscellaneous inquiries.
7. Provides information of varying complexity to telephone/TDD/email or visitor inquiries at the counter.
8. Runs assessment-related reports for verification of data entry and for use by Senior Land Information Specialist, Director, state, county, and local officials.
9. Downloads and enters, as necessary, assessment and revaluation figures from information provided by municipal assessors.
10. Reviews Certified Survey Maps and Plats submitted for approval and consults with private surveyors and survey/mapping staff to ensure accuracy and resolve issues.
11. Reviews Certified Survey Maps for approval as part of the County's CSM review process.
12. Responsible for coordinating work schedule with local assessors regarding Open Book and Board of Review process.
13. Responsible for processing Real Estate Data Files from Assessors FTP server.
14. Responsible for processing and delivery of State Assessed Manufacturing data to appropriate jurisdictions.
15. Provides assistance to individuals regarding available office and Department resources.
16. Assists attorneys, abstractors, other professionals, and general public in usage of the on-line Land Records Search Tool (LRST) and GIS Web Map Tool for self-directed acquisition of land records data.
17. Orders necessary inventory and assessment forms, and verifies that most current form is being utilized.
18. Responsible for maintaining and reporting of Dodge County Tax District Maintenance File.
19. Updates Electronic Real Estate Transfer Return information on WIDOR website.
20. Provides County Treasurer with reports and information as necessary.
21. Performs selected duties of the Senior Land Information Specialist in his/her absence.
22. Performs selected duties in the absence of the Property Listing Assistant in her/his absence.
23. Assists Department staff with research and information acquisition regarding real property for survey, tax parcel mapping and assessment purposes.
24. Maintain working relationships with WIDOR and local assessors and clerks.
25. Regular attendance and punctuality required.
26. Performs related duties as may be required or assigned.

**JOB SPECIFICATION****KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of state laws, practices and regulations governing property assessment.

Considerable knowledge of terminology used in various deeds and other real estate documents affecting ownership, assessment, and property location.

Considerable knowledge of the processes and terminology used in real estate, personal property assessment and tax rolls.

Intermediate knowledge of surveying laws, regulations, and terminology.

Ability to read and interpret complex legal descriptions to make decisions based on that interpretation and other information found on property transfer documents.

Ability to perform research of historical documents and archives on real property.

Knowledge of and working experience with cartographic and survey related concepts and techniques including a thorough understanding of the Public Land Survey System (PLSS).

Considerable working experience with and knowledge of Microsoft Office (Word/Excel/Access) and operating systems (Windows and AS400); experience with Records Management Software preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Thorough knowledge of and working experience using internet and email software.

Thorough knowledge of proper legal documentation, recording and filing.

Ability to maintain accurate and complete assessment records.

Ability to accurately and efficiently enter information in to computer programs used by the Department and County.

Ability to analyze/synthesize/compile information into understandable reports for use in decision making.

Thorough knowledge in use of on-line applications developed to assist users to self-acquire real property data (i.e., Land Records Search Tool and GIS Web Map tool).

Ability to establish and maintain effective public and working relationships, at times working with difficult or hostile individuals with tact and courtesy.

Ability to communicate and deal effectively with Department and County employees, community officials, land records professionals and general public.

Ability to communicate effectively verbally and in writing to answer questions and to notify real estate professionals of errors and discrepancies found in documents.

Ability to work independently or with brief instruction; to understand and effectively carry out instructions.

Excellent organizational skills with the ability to deal with multiple priorities and problems, meet deadlines and work under pressure.

Ability to treat matters confidentially.

Must meet requirements of Dodge County Driver Qualification Program.

Willingness to upgrade professional education through attendance at seminars or other available programs.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent, three (3) years office experience in assessment, title and abstract, land surveying, or property listing office in government setting. Preference for four (4) year Bachelor's degree with coursework in geography, cartography, land surveying or related field. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**

Office working environment.

**PHYSICAL DEMANDS**

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

**EXHIBIT "B"**

RESOLUTION NO. 16-34

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, Dodge County, A Body Corporate under the laws of the State of Wisconsin has adopted a Comprehensive Zoning Ordinance which is in full force and effect, and

WHEREAS, the Town Board of Williamstown has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by a referendum vote of the electors of the Town of Williamstown held at the time of a regular annual Town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a Town Zoning Ordinance by a Town Board is subject to approval of the County Board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendment to the Town Zoning Ordinance of the Town of Williamstown was held by the Town Board of the Town of Williamstown, the proposed amendment to the Zoning Ordinance of the Town of Williamstown having been adopted by the Town Board of the Town of Williamstown.

THEREFORE BE IT RESOLVED; that the amendment to the Town Zoning Ordinance of the Town of Williamstown as represented by exhibited attached to and made a part of this resolution be and hereby are approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 5 day of July 2016.

  
\_\_\_\_\_  
Richard Bennett  
Supervisor

**REPORT** to Res. 16-34

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS


We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Jerome Stuetngen requesting amendment of the Zoning Ordinance, Town of Williamstown, Dodge County, Wisconsin, to rezone approximately 5-acres of land from the FP Farmland Preservation Zoning District to an AG Agricultural Zoning District in the NE ¼, NE ¼, Section 28, T12N, R16E, Town of Williamstown to allow for the creation of a non-farm residential lot at this location and recommend approval of the resolution submitted by the Town of Williamstown for this rezoning petition.

The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the proposed rezoning petition is consistent with both the Town's and the County's Comprehensive Plan as the site is designated as general agriculture which may allow for limited residential development.

Respectfully submitted this 19th day of July, 2016

\_\_\_\_\_  
Tom Schaefer

  
\_\_\_\_\_  
Allen Behl

  
\_\_\_\_\_  
William Muche

  
\_\_\_\_\_  
Joseph Marsik

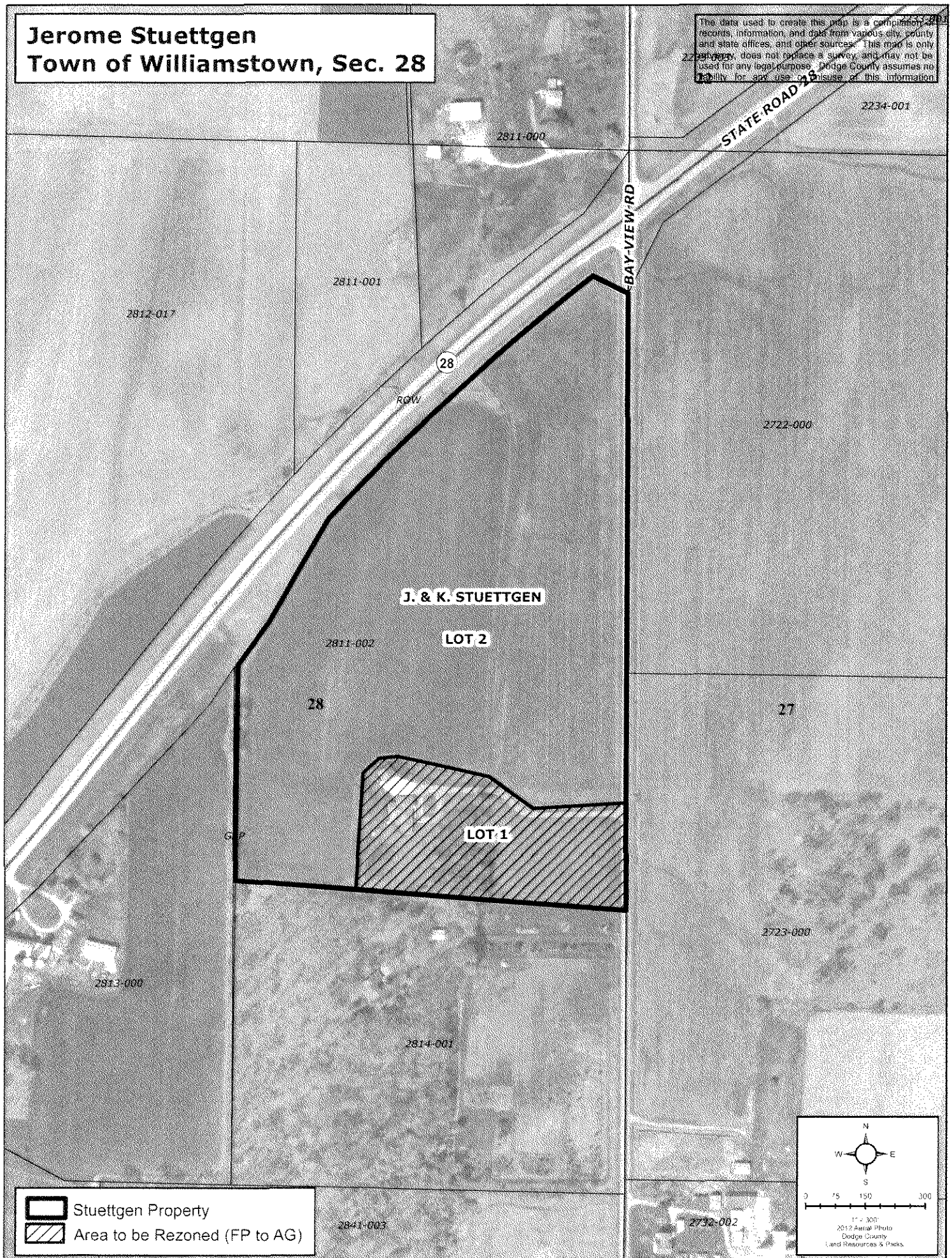
  
\_\_\_\_\_  
Janice Bobholz

Planning, Development and Parks  
Committee

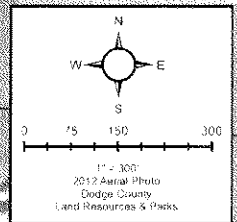


# Jerome Stuetngen Town of Williamstown, Sec. 28

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only for informational purposes, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.



Stuetngen Property  
 Area to be Rezoned (FP to AG)

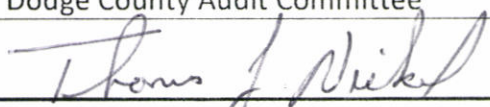
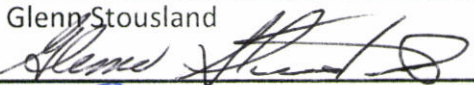

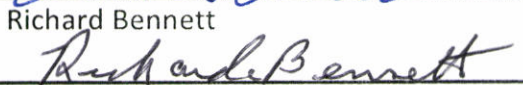


BILL NO. 1  
OF COMMITTEE ON AUDIT ACCOUNTS

To the Honorable County Board of Supervisors of Dodge County:

Your Committee on Audit Accounts, to whom was referred the following accounts, have examined the same, and would respectfully recommend the adoption of the following resolution:

Resolved, that the County Clerk be and hereby is directed to draw orders on the County Treasurer in favor of the following named person for the amount set opposite their name, as allowed, to-wit:

| Name(s)   | Nature of Claim                            | Amount Claimed | Amount Allowed |
|---|--|----------------|----------------|
| Rick Abendroth<br>N363 Hubbleton Rd.<br>Waterloo, WI 53594                          | 2,904 Goldstar & Leghorn 4 week old chicks | \$11,325.60    | \$0            |
| <b>TOTAL</b>  |  | \$11,325.60    |                |
| Respectfully submitted this <u>30<sup>TH</sup></u> day of <u>JUNE</u> , 2016        |  |                |                |
| Dodge County Audit Committee  |  |                |                |
|  |  |                |                |
| Thomas Nickel, Chair  |  |                |                |
| Glenn Stousland   |  |                |                |
|  |  |                |                |
| Dan Hilbert   |  |                |                |
|  |  |                |                |
| Richard Bennett   |  |                |                |
|  |  |                |                |



# DODGE COUNTY, WISCONSIN - CLAIM FOR DAMAGE TO ANIMALS

Report of Investigation - Under provisions of Chapter 174, Wisconsin Statutes

RECEIVED  
IN THE OFFICE OF  
COUNTY CLERK

## AFFIDAVIT OF OWNER

JUN 20 2016

STATE OF WISCONSIN  
COUNTY OF DODGE

DODGE COUNTY, WIS.

I, Pick Abendroth being first duly sworn on oath depose and say that I am the legal owner of certain animals located in the City, Village or Township of Portland, Dodge County, and that on the 23rd day of May, 2016 (describe animal(s) - give size, weight, breed, etc.)

29041 Goldstar + heghorn chick 4 weeks of Age All Billed

met with death (or injuries) resulting from and directly caused by a dog or dogs (known) or (unknown) - give name and address of owner if known:

That upon or before the discovery of the death (or injury) of said animal(s) I observed the following:

Saw A Black Dog Jump out of the Gate that was in Front of the Door

That by reason of these facts, I claim that the death (or injury) of said animal(s) is due to the work of some dog or dogs. I therefore assess the fair and reasonable market value of said animal(s) as follows: Total Value\$  
The source for determination of value is: (i.e. Market quote on date of occurrence.)

Day Old Chick 2.90 28 Days x .05 Per Day = 1.4 Total of 3.90 per chick

I ☒ (do not) have insurance to cover this loss. Amount recoverable \$  
do not

I further declare that I have not failed or neglected to pay a dog tax on any dog in my possession.

This claim was filed with the (clerk) or (town chairperson) of the (Town, Village, City of Portland) this 18 day of June, 2016.

(Owner)

(Address)

501 Rmth  
12363 Hubberts Rd  
Waubesa WI 53594

Subscribed and sworn to before me this 18 day of June, 2016.

Walter Schoenher (Clerk) or (Town Chairperson)

NOTE: OWNER MUST SUBMIT CLAIM TO THE ABOVE LOCAL OFFICIAL WITHIN 3 DAYS OF OCCURRENCE.

## AFFIDAVIT OF INVESTIGATING COMMITTEE

STATE OF WISCONSIN  
COUNTY OF DODGE

We hereby certify that we investigated the claim of Pick Abendroth for damages on the 23rd day of May, 2016, to ascertain and determine whether, in fact, said damage was caused by some dog or dogs. That we have diligently investigated said claim and now find the facts to be as follows.

Dog jumped a fence and killed the chicks  
(Smothered themselves)

We further declare our determination of the Fair and Reasonable Market Value of said animal(s) to be \$11,325.60  
This value is based on (state source)

Subscribed and sworn to before me this 20 day of June, 2016

Tim A. Haldeman

Clerk or Notary Public

Thomas M. Line

Investigating Committee

NOTE: Claim Form should be sent to the County Clerk, 127 E. Oak Street, Juneau WI 53039. Please be sure you have filled out this form in its entirety, since any omission will necessitate return or possible rejection. Cty. Clerk: 920-386-3605  
W:\msdata\word\Dogs\Dog Damage Report 2007.doc

RECEIVED  
IN THE OFFICE OF  
COUNTY CLERK

JUN 29 2016

DODGE COUNTY, WIS.

## MEMORANDUM

TO: Dodge County Audit Committee

FROM: Kathilyne A. Grotelueschen, Assistant Corporation Counsel

DATE: June 29, 2016

RE: Abendroth Claim for Damage to Animals

---

On June 20, 2016, Dodge County received a Claim for Damage to Animals. This claim was filed with the Town of Portland clerk by Rick Abendroth on June 18, 2016. The claim was then investigated and certified by the Town of Portland Investigating Committee before it was filed with Dodge County. Rick Abendroth's claim requests \$11,325.60. Specifically, he asserts that on May 23, 2016, he saw a black dog jump out of the gate that was in front of the door where he kept chicks. He alleges that 2,904 Goldstar and Heghorn chicks, four weeks of age, were killed. Mr. Abendroth and the Town Investigating Committee valued these chicks at \$3.90 per chick, for a total of \$11,325.60.

Wisconsin law governing claims for damage to domestic animals by dogs is found in Sections 174.11 and 174.12, of the Wisconsin Statutes. Specifically, in relevant part, Wis. Stat. § 174.11(1) provides that "[t]he owner of any domestic animal,... which is attacked, chased, injured, or killed by a dog may, within 3 days after the owner has knowledge or notice thereof, file a written claim for damages." Other relevant portions of the statutes include:

§ 174.11(2)(b) Except as provided in par. (c), the county clerk shall submit to the county board at its first meeting, following receipt of any such claim, all claims filed and reported, and the claims shall be acted upon and determined by the county board as other claims are determined and acted upon. Except as provided in par. (c), the amount of damages filed and reported to the county clerk shall be prima facie proof of the actual damages sustained, but evidence may be taken before the county board relative to the claims as in other cases, and appeals from the action of the county board shall lie as in other cases.

### § 174.12

(1) ... Before any claim shall be allowed by a county or an intergovernmental commission on account of damages that the damage was not done in whole or in part by any dog owned, kept, or harbored by the claimant.

(2) No claim shall be allowed by a county board or an intergovernmental commission at less than the amount so certified and reported, unless the claimant shall first be notified that such action is contemplated and shall have been given a reasonable opportunity to be heard and to offer further evidence in support of the claimant's claim.

According to these provisions, a claim for damages to domestic animals caused by a dog must be filed within three days of the date that the owner has knowledge or notice of the damages. Once the claim is filed, investigated, and certified by the local municipality, it is filed with the county and placed on the county board meeting to be decided in the same manner as other claims made against the county. However, before any claim for such damages may be allowed, the claimant must provide satisfactory proof that the damage was not done by any dog he owned, kept, or harbored. Further, if the county intends to allow the claim for an amount less than the amount certified and reported by the claimant, the county must give notice to the claimant and provide him with an opportunity to be heard and present additional evidence.

There is no case law interpreting Wis. Stat. § 174.11(1), however, there is an Attorney General's opinion which is directly on point. In his opinion dated January 21, 1955, the Attorney General found that "[a] person making a claim under sec. 174.11, Stats., for damage done by dogs must comply strictly with the provisions thereof. The county board has no authority to waive defects in a claim which does not comply with the provisions of this section" 44 Op. Atty. Gen. 14 (1955). In that opinion, the Attorney General was asked whether the county board had the power to approve a claim that was filed several months after a farmer became aware that dogs killed his chickens. The Attorney General noted that it was clear under the statute in effect at that time that claims must be filed with the town clerk in writing within 2 days after the owner of the damaged animals had notice of the damage. The question then was whether the county board had the power to waive the defect. He found that Wisconsin followed the majority view that "a substantial defect in the notice of claim required by statute or ordinance may not be waived by any county or municipal officials." The Attorney General cited a few cases, although not related to claims under § 174.11, in which a Wisconsin court held that a county or municipality cannot waive statutory requirements for the filing of a valid claim against it.

Applying this law to Mr. Abendroth's claim, it is apparent that the first requirement was not met. On his claim, Mr. Abendroth reports that his chicks died on May 23, 2016 and that he saw a black dog jump out of the gate that day. He did not file his claim with the Town of Portland until June 18, 2016, nearly a month after he had knowledge of the damages. This failure to strictly comply with the statutory requirements is fatal to Mr. Abendroth's claim and deprives the County of any authority to pay his claim.

ALL-TERRAIN VEHICLE AND UTILITY TERRAIN VEHICLE ROUTE ORDINANCE

AN ORDINANCE TO REPEAL ORDINANCE NO. 950, AND AMENDING CHAPTER 7 OF THE DODGE COUNTY CODE OF ORDINANCES, CREATE A SYSTEM BY WHICH SEGMENTS OF COUNTY TRUNK HIGHWAYS MAY BE DESIGNATED AS ALL-TERRAIN VEHICLE AND UTILITY TERRAIN VEHICLE ROUTES, AND PROVIDE FOR THE SPONSORSHIP BY INDIVIDUALS OR ORGANIZATIONS FOR THE DESIGNATION, SIGNAGE, AND MAINTENANCE OF SIGNAGE THEREOF, AND ESTABLISH REGULATION OF THE USE THEREOF.

**WHEREAS**, the Dodge County Board of Supervisors has previously adopted, on March 15, 2016, as Ordinance No. 950, a means of addressing the subject matter herein, relating to a system of designating segments of County Trunk Highways as All-Terrain Vehicle and Utility Vehicle Routes (ATV Routes), however after review as provided by statute, the Wisconsin Department of Natural Resources has offered review and comment as to certain aspects of said ordinance; and,

**WHEREAS**, after due consideration, it is considered appropriate to incorporate into Dodge County's Ordinance regarding this subject matter a means of addressing certain concerns identified by the Wisconsin Department of Natural Resources; and,

**WHEREAS**, one or more individuals, associations, or organizations interested in sponsoring the designated ATV route(s) on County Trunk Highways have indicated a desire to support the signage requirements for such ATV route(s) by contribution of signs; and,

**WHEREAS**, many residents of and visitors to Dodge County use All-Terrain Vehicles (ATVs) and Utility Terrain Vehicles (UTVs) for recreational, sporting, agricultural, and other purposes; and,

**WHEREAS**, Dodge County Wisconsin has, at section 7.01 of the Dodge County Code of Ordinances, adopted all provisions of Section 23.33 of the Wisconsin Statutes, and all provisions of Chapter NR 64 of the Wisconsin Administrative Code, for which the penalty for violation thereof is a forfeiture, describing and defining regulation with respect to all-terrain vehicles, and utility terrain vehicles, including penalties to be imposed and procedure for prosecution, and including any future amendments, revision, or modifications of the statutory regulations of Section 23.33 of the Wisconsin Statutes and Ch. NR 64 of the Wisconsin Administrative Codes; and,

**WHEREAS**, penalties for violations of Chapter 7 of the Dodge County Code of Ordinances are as set forth within Section 7.20 of the Dodge County Code of Ordinances, and subject to the enforcement procedures as set forth within Section 7.21 of the Dodge County Code of ordinances; and,

**WHEREAS**, the Dodge County Highway Commission has received requests for designation of segments of Dodge County Trunk Highways as All-Terrain Vehicle (ATV) routes so as to permit greater use of such ATVs and UTVs upon portions of the County Trunk Highway system; and,

**WHEREAS**, the Wisconsin Statutes permit operation of ATVs and UTVs upon such segments of County Trunk Highways designated as ATV routes by Dodge County;

**WHEREAS**, where appropriate, the designation of portions of the County Trunk Highway system as ATV Routes will inure to the benefit of the County by promoting recreational, sporting and agricultural activities within the County; and,

**SO, NOW, THEREFORE,**

**THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES ORDAIN AS FOLLOWS:**

Section 1.

Dodge County Ordinance No. 950 enacted on March 15, 2016 be, and it hereby is, REPEALED.

Section 2.

1. The terms “ATV,” “UTV,” “operator” and “ATV route,” shall be defined as provided by Sec. 23.33 Wis. Stats.
2. The Dodge County Highway Committee (the “Highway Committee”) is authorized to designate segments of Dodge County Highways as ATV routes, in accordance with the provisions of Section 23.33 Wis. Stats., and the provisions of this Ordinance.
3. The designation of a segment of a County Trunk Highway as an ATV route may be made based upon consideration of a request for such designation by an individual or group of citizens who wish to sponsor the designation.
4. A request for such designation shall be made on a form prescribed by the Highway Committee.
5. A sponsoring individual or group shall pay for the projected ten-year cost of procurement, installation, and maintenance of signs relating to such designation, as determined by the Dodge County Highway Department (the “Highway Department”) after initial review of the request by the Highway Department. Signs shall include, at a minimum, approved signs designating the segment as an ATV route, and signs indicating the speed limit for ATVs and UTVs if that limit is less than the speed limit for automobiles on the segment, and shall be posted at the beginning and end of each route segment. In addition, the Highway Department may specify additional signage requirements for all such designated segments. The Highway Department shall prepare an estimate of the cost of procurement, installation and maintenance of the signage over a projected period of ten (10) years and furnish such estimate to the sponsor. The calculation of the cost of procurement may take into account any in-kind contribution of signs made by the Sponsor and accepted by the Highway Department.
6. The Highway Department shall make a report and recommendation to the Highway Committee regarding any request for designation of a segment of a county trunk highway as an ATV route. The report shall include information regarding the topography, traffic patterns and uses, and other information which may bear on the safety and appropriateness of the proposed designation, including

information provided by the Dodge County Sheriff's Office. In addition, the report and recommendation shall include recommendations regarding: A) reduced speed limits for ATVs/UTVs within the segment; and B) time of day limitations (expressed in hours or with reference to daylight conditions) for ATV/UTV operation within the proposed ATV route;

7. A sponsor of a designation shall tender funds equal to the estimated cost of procurement, installation, and maintenance of the route signage prior to any approval of the Highway Committee of the designation request. Those funds shall be retained by the Highway Department and used to offset the cost of procurement, installation, and maintenance of signage on the ATV route segment. If the Highway Committee denies a sponsor's request for approval of a proposed ATV route, or if the County Board of Supervisors declines to enact a County Ordinance granting final approval of the same, those funds shall be returned in full to the sponsor which tendered the funds.
8. The speed limit for ATVs and UTVs shall be established at not greater than 35 (thirty-five) miles per hour or the speed limit for automobiles, whichever is lower, on all segments of county trunk highways designated as ATV routes.
9. The Highway Committee may, at a duly noticed meeting during which an opportunity is afforded for input and comment by members of the public, designate segments of a County Trunk Highway as ATV routes, and may specify speed limits for ATVs/UTVs operating on such route, and time of day limitations on operation of ATVs/UTVs on such route, all of which shall be subject to final approval by the enactment of a County Ordinance by the County Board of Supervisors approving the same. The designation of any segment of a County Trunk Highway located within an incorporated municipality shall not take effect until the governing body of such municipality has passed a resolution approving the same.

#### 10. General Limitations

The following limitations apply on all county trunk highway segments designated as ATV routes:

- A. Operators must abide by all traffic laws unless further restricted by this Ordinance.
- B. No ATV/UTV shall be operated at a speed greater than that established by the Highway Committee for the ATV route segment or the posted limit applicable to automobiles, whichever is lower.
- C. ATVs/UTVs may be operated on paved surfaces only, unless yielding the right of way.
- D. No ATV/UTV may be operated on any designated route without fully functional headlights, tail-lights, and brake lights.
- E. No ATV/UTV may be operated on any designated route between the hours of 11:59 p.m. and 5:00 a.m. daily, unless a different restriction on hours of operation has been specified by the Highway Committee in creating or modifying the designation of a segment of County Trunk Highway and notice of the same is duly posted on the segment.

- F. All ATV/UTV operators shall ride in single file.
- G. All ATV/UTV operators shall ride on the right hand side of the paved portion of the highway, unless making a left turn. Operation on the gravel shoulders, grassy in-slope, ditches, or other highway right-of-way is prohibited, unless yielding right of way.
- H. No ATV/UTV may be operated on any designated ATV route if the ATV/UTV does not meet all applicable Federal noise and air pollution standards.
- I. No person under the age of sixteen (16) may operate an ATV/UTV on any segment of a County Trunk Highway which is a designated ATV route.
- J. No person under the age of eighteen (18) may operate an ATV/UTV on any designated ATV route unless wearing approved protective head gear.
- K. Every person who operates an ATV/UTV on a segment of County Trunk Highway which is designated as an ATV route shall have in his or her immediate possession a valid motor vehicle operator's license, and shall display the license document upon demand from any law enforcement officer or official described in Wis. Stat. Section 23.33(12).

## 11. ATV Routes

County highways designated as ATV routes shall be established and approved by the Highway Committee, subject to final approval by the enactment of a County Ordinance by the County Board of Supervisors approving the same. The Highway Department shall provide to the Sheriff's Office current records specifying those segments of County Trunk Highways which have been designated ATV routes.

The County Board of Supervisors may rescind or modify the designation of an ATV route by repeal of an ordinance granting final approval of such designation or by enactment of an ordinance modifying such designation.

The Highway Committee may temporarily modify or suspend any designation of an ATV Route. In addition, the Dodge County Highway Commissioner (the "Highway Commissioner") may, without prior approval of the Highway Committee, modify or suspend any designation of an ATV route made under this ordinance whenever emergency conditions so require, for up to 120 days.

In the event that the County Board of Supervisors takes an action rescinding or terminating a designation of an ATV route made under this ordinance within ten (10) years of such designation, the Highway Department shall refund to the sponsor of such designation any unexpended funds remaining of the funds tendered by such sponsor for the signage of such designation, less an administrative charge equal to 5 (five) % of the funds originally tendered.



## 12. Route Signs

- A. All required designated route signs shall be installed and maintained by the Highway Department.
- B. All signs posted shall be in compliance with Federal and State Statutes.
- C. No person may erect, remove, obscure, or deface any official designated route sign unless authorized by the Highway Commissioner.
- D. No person shall operate an ATV/UTV contrary to any authorized and official posted sign.

## 13. Enforcement

This ordinance shall be enforced by any officer employed by the Dodge County Sheriff's Office (the "Sheriff's Office") or any other law enforcement official as set forth in Wis. Stats. 23.33(12) and Dodge County Ordinance 7.21.

Adoption of this ordinance shall not prohibit any law enforcement officer or DNR warden from proceeding under any other ordinance, regulation, statute, law or order that pertains to the subject matter addressed under this Ordinance.

## 14. Penalties

Operation of an ATV/UTV in violation of any provision of this ordinance shall result in forfeiture pursuant to Dodge County Code of Ordinances Section 7.01 and 7.20, and subject to the enforcement procedures set forth in Dodge County Code of Ordinances Section 7.21. The penalty for operation of an ATV or UTV in violation of any provision of this Ordinance for which a penalty is not otherwise specified shall be a forfeiture of \$30 (thirty dollars) plus the costs and fees imposed under Ch. 814, Wis. Stats.

## 15. Maintenance

Designation of segments of the Dodge County Highway System as ATV/UTV routes does not impose upon the Highway Department a greater duty of care or responsibility for maintenance of those segments than for any other segment of county highway. Operators of ATV/UTV's on county highways assume all the usual and normal risks of ATV/UTV operation.

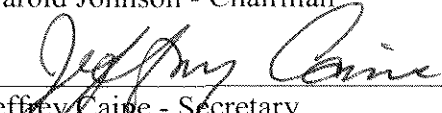
## Section 3. Effective Date

This ordinance becomes effective immediately upon passage by the County Board of Supervisors and publication.

Respectfully submitted this 19<sup>th</sup> day of July, 2016.

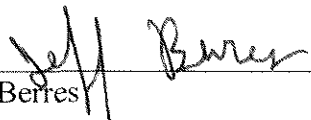
**Dodge County Highway Committee:**

  
\_\_\_\_\_  
Harold Johnson - Chairman

  
\_\_\_\_\_  
Jeffrey Caine - Secretary

  
\_\_\_\_\_  
Ed Nelson

  
\_\_\_\_\_  
William T. Mucche - Vice Chairman

  
\_\_\_\_\_  
Jeff Berres

Enacted and approved this 19<sup>th</sup> day of July, 2016.

\_\_\_\_\_  
Russell Kottke, Chairman  
Dodge County Board of Supervisors

\_\_\_\_\_  
Karen J. Gibson, County Clerk